

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

Section 207 of the HHFKA amended section 22 of the NSLA (42 U.S.C. 1769c) to require State agencies to report the final results of the administrative review to the public in an accessible, easily understood manner in accordance with guidelines promulgated by the Secretary. Regulations at 7 CFR 210.18(m) requires the State agency to post a summary of the most recent final administrative review results for each SFA on the State agency's publicly available website no later than 30 days after the SA provides the final results of the administrative review to the SFA. The SA must also make a copy of the final administrative review report available to the public upon request.

**School Food Authority Name:** Madison Central School District

**Date of Administrative Review (Entrance Conference Date):** 2/14/2018

**Date review results were provided to the School Food Authority:** 2/16/2018

**Date review summary was publicly posted:** 3/5/2018

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The review summary must cover access and reimbursement (including eligibility and certification review results), an SFA's compliance with the meal patterns and the nutritional quality of school meals, the results of the review of the school nutrition environment (including food safety, local school wellness policy, and competitive foods), compliance related to civil rights, and general program participation. At a minimum, this would include the written notification of review findings provided to the SFAs Superintendent or equivalent as required at 7 CFR 210.18(i)(3).

### General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in? (Select all that apply)

- School Breakfast Program
- National School Lunch Program
- Fresh Fruit and Vegetable Program
- Afterschool Snack
- Special Milk Program
- Seamless Summer Option

2. Does the School Food Authority operate under any Special Provisions? (Select all that apply)

- Community Eligibility Provision
- Special Provision 1
- Special Provision 2
- Special Provision 3

### Review Findings

3. Were any findings identified during the review of this School Food Authority?

- Yes       No

This institution is an equal opportunity provider.

If yes, please indicate the areas and what issues were identified in the table below.

YES	NO	REVIEW FINDINGS			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>A. Program Access and Reimbursement</b>			
		<b>YES</b>	<b>NO</b>		
		<input type="checkbox"/>	<input type="checkbox"/>	Certification and Benefit Issuance	
		<input type="checkbox"/>	<input type="checkbox"/>	Verification	
		<input type="checkbox"/>	<input type="checkbox"/>	Meal Counting and Claiming	
Finding(s) Details:					
1) Finding 1 (Onsite 126): One student on one application was approved for free meals that should have been approved for reduced meals. According to 7 CFR 210.7 and the USDA Eligibility Manual for School Meals, agencies must correctly approve each child's eligibility for free and reduced price lunches based on specific requirements. This finding will result in fiscal action.					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>B. Meal Patterns and Nutritional Quality</b>			
		<b>YES</b>	<b>NO</b>		
		<input type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities	
		<input type="checkbox"/>	<input type="checkbox"/>	Offer versus Serve	
		<input type="checkbox"/>	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis	
Finding(s) Details:					
1) Finding 2 (Onsite 401, 501): Reviewer observed 5 nonreimbursable meals at lunch. According to 7 CFR 210.10 Meal Requirements for Lunches and Requirements for Afterschool Snacks, under offer versus serve, students must be allowed to decline two components at lunch, except that the students must select at least 1/2 cup of either the fruit or vegetable component. This finding will result in fiscal action.					
2) Finding 3 (Onsite 403): During lunch service, the school ran out of the white milk option, so the last class through only had the option of chocolate milk. According to 7 CFR 210.10 Meal Requirements for Lunches and Requirements for Afterschool Snacks, schools must offer students a variety (at least two different options) of fluid milk. All milk must be fat-free or low-fat. Milk with higher fat content is not allowed. Fat-free fluid milk may be flavored or unflavored, and low-fat fluid milk must be unflavored. Low fat or fat-free lactose-free and reduced-lactose fluid milk may also be offered.					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>C. School Nutrition Environment</b>			
		<b>YES</b>	<b>NO</b>		
		<input type="checkbox"/>	<input type="checkbox"/>	Food Safety	
		<input type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy	
		<input type="checkbox"/>	<input type="checkbox"/>	Competitive Foods	
<input type="checkbox"/>	<input type="checkbox"/>	Other			
Finding(s) Details:					
1) Finding 4 (Offsite 900/Onsite 901-904): Onsite monitoring was not conducted prior to February 1, 2018 for breakfast and lunch. According to 7 CFR 210.8 Claims for Reimbursement, every school year, each school food authority with more than one school shall perform no less than one on-site review of the counting and claiming system and the readily observable general areas of review as prescribed by FNS for each school under its jurisdiction. The on-site					

		<p>review shall take place prior to February 1 of each school year.</p> <p>2) Finding 5 (Offsite 1000-1006): Local Wellness Policy does not contain all required elements and reads like it is just a template. There is not much specific information contained in the policy. According to 7 CFR 210.31 Local School Wellness Policy, each local educational agency must establish a local school wellness policy for all schools participating in the National School Lunch Program and/or School Breakfast Program under the jurisdiction of the local educational agency. The local school wellness policy is a written plan that includes methods to promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum Federal standards.</p> <p>3) Finding 6 (Onsite 1213): SFA Food Service Director does not have Food Safety training. According to 7 CFR 210.30 School Nutrition Program Professional Standards, All school nutrition program directors, for all local educational agency sizes, must have completed at least eight hours of food safety training within five years prior to their starting date or complete eight hours of food safety training within 30 calendar days of their starting date. Please also reference Memo SP38-2016 Q&amp;A on the Final Rule Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids act of 2010.</p> <p>4) Finding 7 (Onsite 1407): Not all SOPs were followed as written. The Food Safety Checklist was not completed every week, even though it states it will be completed weekly. According to 7 CFR 210.13 Facilities Management, the school food authority must develop a written food safety program that covers any facility or part of a facility where food is stored, prepared, or served.</p> <p>5) Finding 8 (Offsite 1601): SFA did not inform households of the availability of SFSP. No documentation available. According to 7 CFR 210.12 Student, Parent, and Community Involvement, school food authorities must cooperate with Summer Food Service Program sponsors to distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session.</p>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>D. Civil Rights</b></p> <p>Finding(s) Details:</p>