

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: Rutland School District

Date of Administrative Review (Entrance Conference Date): 1/16/18

Date review results were provided to the School Food Authority: 1/18/18

Date review summary was publicly posted: 2/7/18

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

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"/>	A. Program Access and Reimbursement		
		YES	NO	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certification and Benefit Issuance
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Verification
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Counting and Claiming
Finding(s) Details: 1) Finding 1 (Onsite 128): Income on all applications was converted to annual, even if only one frequency was reported. If only one frequency is reported, no conversion is necessary. One application was missing the SSN and the box was not checked stating there is no SSN. 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. 2) Finding 2 (Onsite 211): The family selected for verification of eligibility did not receive notice by written letter. According to 7 CFR 245.6a Verification Requirements and the Eligibility Manual for School Meals, the LEA must inform the household of the verification selection in writing, including a list of documents and other forms of evidence that the household must submit. Templates and the Verification Memo (51) for written documents can be found at: http://doe.sd.gov/cans/memos.aspx .				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	B. Meal Patterns and Nutritional Quality		
		YES	NO	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Offer versus Serve
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dietary Specifications and Nutrient Analysis
Finding(s) Details: 1) Finding 3 (Onsite 401, 501): 63 students in K-5 were only served 5/8 cup vegetables at lunch. According to 7 CFR 210.10, Meal Requirements for Lunches and Requirements for Afterschool Snacks, at least 3/4 cup vegetable must be served daily to K-5 students who do not participate in Offer Versus Serve (OVS). This will result in fiscal action. When the point of service worker was asked about what constitutes a reimbursable meal for OVS, she did not answer correctly. 2) Finding 4 (Onsite 410): Fruit was not being served daily at breakfast; only juice was offered. Fruit and grain were short offerings on one day each at lunch for 9-12. According to 7 CFR 210.10, Meals offered to each age/grade group must include the food components and food quantities specified in the meal pattern. Future findings in this area may result in fiscal action. <u>Breakfast K-12</u> 12/11, 12/12, 12/13, 12/15: Only juice was offered as a fruit option on these four days. Fruit must be offered daily and no more than 50% of fruit offerings for the week can be in the form of juice. At least 1 cup fruit must be offered daily. <u>Lunch 9-12</u>				

		<p>12/12: Only 1/2 cup fruit was offered. At least 1 cup fruit must be offered daily.</p> <p>12/14: Only 1 oz. eq. grain was offered. At least 2 oz. eq. grains must be offered daily.</p> <p>3) Finding 5 (Onsite 502): Reviewer observed no signage explaining what constitutes a reimbursable meal for breakfast or lunch for all applicable grade groups, including that students must take at least 1/2 cup fruit and/or vegetable for OVS. According to 7 CFR 210.10 Meal Requirements for Lunches and Requirements for Afterschool Snacks and USDA Memo SP10-2012 (v.9), students must receive instruction on what constitutes a reimbursable meal through meal identification signage.</p>															
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>C. School Nutrition Environment</p> <table border="1" data-bbox="383 663 1294 863"> <thead> <tr> <th style="text-align: center;">YES</th> <th style="text-align: center;">NO</th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Food Safety</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Local School Wellness Policy</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Competitive Foods</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Other – Summer Food Service Program, Afterschool Snack, Fresh Fruit & Vegetable Program</td> </tr> </tbody> </table> <p>Finding(s) Details:</p> <p>1) Finding 7 (Offsite 1000-1006): Local Wellness Policy does not contain all required elements. According to 7 CFR 210.31, 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>2) Finding 8 (Onsite 1105): One vending machine with drinks contains items that do not meet Smart Snacks requirements, even though students have access to these machines during the school day. 7 CFR 210.11 defines the school day as the period from the midnight before, to 30 minutes after the end of the official school day. More information regarding Smart Snacks requirements can also be found on the CANS/NSLP webpage: http://doe.sd.gov/cans/nslp.aspx under the School Meal Program Requirements section/Smart Snacks heading. The Alliance for a Healthier Generation website is linked on the Smart Snacks page, which will take you to the Product Calculator.</p> <p>3) Finding 9 (Onsite 1406): The most current food safety inspection was not posted in a publicly visible location. According to 7 CFR 210.13 Facilities Management, SFAs shall post in a publicly visible location a report of the most recent inspection conducted, and provide a copy of the inspection report to a member of the public upon request.</p> <p>4) Finding 10 (Onsite 1400, 1407, 1408): Several SOPs were missing, the written Food Safety Plan was not being implemented as written, and some temperature logs were not available. According to 7 CFR 210.13 Facilities</p>	YES	NO		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Competitive Foods	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other – Summer Food Service Program, Afterschool Snack, Fresh Fruit & Vegetable Program
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		<p>Management, the SFA must develop a written food safety program that covers any facility or part of a facility where food is stored, prepared, or served. Records from the food safety program must be retained for a period of six months following a month's temperature records to demonstrate compliance.</p> <p>5) Finding 11 (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> <p>6) Finding 12 (1700 Afterschool Snacks): No onsite monitoring was conducted. According to CANS/NSLP Memo #36, After School Snack programs must be reviewed at least two times a year; the first must be during the first four weeks of program operation.</p> <p>7) Finding 13 (1900 Fresh Fruit & Vegetable Program): Reviewer observed cereal being offered as a choice if the students did not want the fruit that was offered. According to the Fresh Fruit and Vegetable Handbook, only fresh fruits and vegetables can be served.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>D. Civil Rights</p> <p>Finding(s) Details:</p> <p>1) Finding 6 (Onsite 811): The "And Justice for All" posters displayed were outdated and not large enough. According to Civil Rights Instruction 113-1, the appropriate "And Justice for All" poster must be prominently displayed where it may be read by customers. All "And Justice for All" posters must be displayed in a specific size: 11" width x 17" height.</p>