

## 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:** Sioux Falls Catholic Schools

**Date of Administrative Review (Entrance Conference Date):** December 11 2017

**Date review results were provided to the School Food Authority:** January 11 2018

**Date review summary was publicly posted:** May 03 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Certification and Benefit Issuance	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verification	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Counting and Claiming	
Finding(s) Details: 1) <b>Finding 1 (Onsite 126):</b> One application with four students listed was approved free by the Determining Official, but should have been denied based on face value parent and child incomes listed. One student was granted extended directly certified free meal benefits based on the prior school year household information. This extension was not supported with documentation. Student should have been moved to paid status without an application. 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 information recorded on the household application, unless the school follows up with the household and documents changes. 2) <b>Finding 2 (Onsite 317):</b> Symbols representing free, reduced, and paid appeared next to students names at point of service. According to FNS SP 45-2012, agencies must assure that a child's eligibility status is not disclosed at any point in the process of providing free and reduced meals including point of service.					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>B. Meal Patterns and Nutritional Quality</b>			
		<b>YES</b>	<b>NO</b>		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Offer versus Serve	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis	
Finding(s) Details: 1) <b>Finding 3 (Onsite 404):</b> Signage explaining what constitutes a reimbursable meal for breakfast or lunch was not present at St. Lambert Elementary. Signage explaining what constitutes a reimbursable meal for breakfast and lunch should include all components and the required ½ cup fruit or vegetable requirements under offer verse serve. Signage should be present at all sites and be applicable for the appropriate grade groups. 2) <b>Finding 4 (Onsite 603):</b> One week of planned menus for November 6th - 10th 2017 did not meet the minimum weekly requirement for whole grain rich (WGR). During the course of that week only a minimum of 7 ounce equivalents (oz eq.) of WGR were offered to students in the grades 6-8 menu planning group. According to 7 CFR 210.10(c) students of menu planning grades group 6-8 must be offered a minimum of 8 ounce equivalent of WGR over the course of a week. When menu options are available, the minimum WGR and meat/meat alternative requirements are calculated using the lesser oz eq. of the two options.					

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>C. School Nutrition Environment</b>	
		<b>YES</b>	<b>NO</b>
		<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
<p>Finding(s) Details:</p> <ol style="list-style-type: none"> <li>1) <b>Finding 9 (Onsite 1400):</b> The written food safety plan does not contain required elements including required HACCP-Based Standard Operating Procedures. Required elements include HACCP-Based Standard Operating Procedure for Safe Food Transportation, Storage, and Handling for all Child Nutrition Programs and an annual update and review of the plan. Food safety plans must be present at all sites and should be applicable to that site.</li> <li>2) <b>Finding 10 (Onsite 1403, 1411):</b> During the on-site review multiple food components were found to be non-compliant with the Buy American provision (7 CFR 210.21(d)). Food items included pineapple from Thailand, mandarin oranges from China, tomatoes from Mexico and orange juice from Brazil, Belize, Costa Rica, and Mexico. After questioning the onsite staff, the reviewer noted the receiving staff had not been trained on the Buy American requirements.</li> <li>3) <b>Finding 11 (Onsite 1406):</b> The most recent food safety inspection is posted in the back of the kitchen. According to 7 CFR 210.13(b) the most recent inspection conducted should be posted in a publicly visible location.</li> <li>4) <b>Finding 7 (Offsite 1004):</b> Local Wellness Policy does not contain all required elements including allowing all stakeholders to join the wellness policy committee. According to 7 CFR 210.31(c)(5) all stakeholders must be provided an opportunity to participate in the development, implementation, and periodic review and update of the local school wellness policy</li> <li>5) <b>Finding 8 (Onsite 1105):</b> One vending machine contained multiple food items that do not meet Smart Snacks requirements. Students have access to this machine at the final bell. 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.</li> <li>6) <b>Finding 5 (Offsite 703):</b> A stationary holding cabinet was purchased for \$6,807.00 school year 2016-2017 without State agency approval. According to FNS memo SP 31-2014 any item of non-expendable personal property with a useful life of a year or longer and an acquisition cost which equals or exceeds the per-unit capitalization threshold of \$5,000 or more must have written State agency approval prior to purchases made from the Nonprofit School Food Service Account.</li> <li>7) <b>Finding 6 (Offsite 705):</b> A remodel of the High School cafeteria and adjacent conference room was completed without receiving State agency approval, per guidance listed in 2 CFR 200 and clarified FNS memo SP 60-2016 Indirect Cost Guidance for State Agencies &amp; School Food Authorities (see guidance below). Funding for both the HS cafeteria and adjacent conference room came from the nonprofit school food service account, funds to pay for the conference room is not an allowed cost to the school food service program. The funds within this account must follow the School Nutrition Program requirements.</li> </ol>			

		<p>8) <b>Finding 12 (Onsite 1601):</b> The SFA did not notify eligible households of the availability and location of free meals for students via the Summer Food Service Program. Notifying families of the availability of free meals during the summer is a requirement of the National School Lunch Program.</p>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>D. Civil Rights</b></p>