

## 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:** American Horse School

**Date of Administrative Review (Entrance Conference Date):** April 25, 2019

**Date review results were provided to the School Food Authority:** May 20, 2019

**Date review summary was publicly posted:** November 1, 2019

---

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 checked="" 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) The point of service did not provide an accurate meal count for breakfast or lunch. 2) The SFA had and overclaim for breakfast and lunch for the month of March. The SFA over claimed 5 lunches and 6 breakfasts during the month of review. 3) The SFA is not following their State Agency approved application. 4) The SFA did not provide training annually or as needed to cashiers and substitute cashiers.		
<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 type="checkbox"/>	<input checked="" type="checkbox"/>	Dietary Specifications and Nutrient Analysis
		Finding(s) Details: 1) All records for August 22, 2018 through December 6, 2018, state that only 1 milk type was offered. This is a repeat finding from the 13-14SY Administrative Review. 2) There were multiple days where the provided menu was missing a component for breakfast and lunch. Missing components included; meat/meat alternate, grain and fruit. 3) There were multiple days throughout the year where the daily minimum serving size for the Meat/Meat Alternate component was not met for lunch. 4) There were multiple days throughout the year where the daily minimum serving size for the Grain component was not met for lunch. 5) As a result of short or missing grains and/or meat/meat alternate there are several weeks that the weekly grain and/or meat/meat alternate requirements are not met. 6) There were multiple days throughout the year where the daily minimum serving size for the Vegetable component was not met for lunch. 7) There were multiple days throughout the year where the daily minimum serving size for the Fruit component was not met for breakfast or lunch. 8) There were multiple weeks throughout the year where the week menu did not offer a required vegetable sub-group.		

		<p>9) As a result of missing and incomplete vegetable servings every week of the school year, the weekly vegetable sub-group requirements are routinely not met. (Dark green, red/orange, bean/pea, starchy, and other)</p> <p>10) There were no production records maintained for December 7, 2018-February 26, 2019.</p> <p>11) The SFA is claiming incomplete meals for reimbursement. On the day of review, the reviewer observed at least 1 breakfast and 1 lunch that did not contain all of the required components.</p> <p>12) The SFA is not maintaining complete production records for breakfast and lunch each day. The production records for the entire school year were reviewed. The records that were made available were incomplete. They did not include the actual number of portions served, the component contribution, the serving size, or the complete menu offered. There were also a significant number of days where a production record was not maintained.</p> <p>13) Signage is not posted near or at the beginning of the serving line identifying what constitutes a reimbursable meal for breakfast and lunch.</p>
--	--	--

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>C. School Nutrition Environment</b></p> <table border="1"> <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 type="checkbox"/></td> <td style="text-align: center;"><input checked="" 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: Resource Management, Professional Standards</td> </tr> </tbody> </table> <p>Finding(s) Details:</p> <p>1) The SFA's food safety plan does not contain the required elements, the SOP's are not complete and/or signed by all staff.</p> <p>2) The SFA is not completing the weekly food safety checklist.</p> <p>3) The SFA did not have the most recent food safety inspection report posted in a publicly visible location.</p> <p>4) Temperature logs are not being maintained for all food storage areas.</p> <p>5) Storage violations were observed on-site. The SFA had food that was not dated upon delivery and the SFA had food that was not stored 6 inches off the floor.</p> <p>6) The SFAs Local Wellness Policy does not contain all the required components.</p> <p>7) The SFA did not provide documentation showing that nonfederal funds were transferred into the food service fund to pay for free staff meals.</p> <p>8) Students are not being charged for an additional milk.</p> <p>9) The School Nutrition Program Director did not meet the training requirements and did not have scheduled/planned trainings for the remainder of the school year to meet annual training requirements.</p>	YES	NO		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Competitive Foods	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: Resource Management, Professional Standards
YES	NO																
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Safety															
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy															
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Competitive Foods															
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: Resource Management, Professional Standards															

		<p>10) The School Nutrition Program Manager did not meet the training requirements and did not have scheduled/planned trainings for the remainder of the school year to meet annual training requirements.</p> <p>11) The school nutrition staff did not meet the training requirements, and did not have scheduled/planned trainings for the remainder of the school year to meet annual training requirements.</p> <p>12) The employees outside of the school nutrition program whose responsibilities include duties related to the operation of the school nutrition program did not receive training applicable to their duties related to the program.</p> <p>13) The SFA is not maintaining a consolidated tracker to document all staff training and supporting information.</p>
☒	☐	<p><b>D. Civil Rights</b></p> <p>Finding(s) Details:</p> <p>1) Benefits were not made available to all students without discrimination. There is a sign at the beginning of the service line that instructs the handicapped to take a seat and their meal will be brought to them.</p> <p>2) The SFA is using the incorrect civil rights statement. They are using an outdated version of the statement.</p> <p>3) Documentation of civil rights training was not provided for all food service staff. The civil rights training certificate was not available for each food service employee.</p>