

## 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:** Bon Homme School District

**Date of Administrative Review (Entrance Conference Date):** April 10, 2019, review completed May 1, 2019 due to snow day.

**Date review results were provided to the School Food Authority:** May 30, 2019

**Date review summary was publicly posted:** October 31, 2019

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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) Not all selected applications were approved correctly. Not all income-based applications included the last four digits of the social security number of an adult household member, or an indication of none. There were 4 applications that were missing this information.  2) The electronic system does not have edit checks/internal controls and the SFA has not completed edit checks.				
<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 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) There were no menu findings for breakfast and lunch at Tabor Elementary. The following errors were identified for lunch at Huterische Elementary. The lunch menu did not meet the minimum daily vegetable requirement. Vegetables were offered daily, however the minimum required portion size was not met. The lunch menu did not meet the minimum weekly requirement for the red/orange vegetable subgroup. The lunch menu did not meet the minimum weekly requirement for the starchy vegetable subgroup. The lunch menu did not meet milk requirements. Regulations require that a variety of at least two milk types are offered with each meal daily. Only one milk type was offered at lunch. Fluid milk offered must be low-fat (1% milk fat or less) flavored or unflavored.  2) Offer versus Serve reimbursable meal signage is not posted at Huterische Colony Elementary, including the requirement for students to select at least 1/2 cup fruit or vegetable.				
<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 type="checkbox"/>	<input checked="" type="checkbox"/>	Competitive Foods
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other		
Finding(s) Details: 1) The SFA did not determine compliance with non-program food revenue requirements.				

		<ol style="list-style-type: none"> <li>2) On-site monitoring was not completed for all of the sites within the SFA for breakfast and lunch.</li> <li>3) The SFAs Local Wellness Policy does not contain all of the required components. The Wellness Policy does not include designation of one or more SFA officials in charge of school compliance oversight, public involvement, foods sold outside of school meals program, food and beverage marketing, and a triennial assessment.</li> <li>4) 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.</li> <li>5) 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.</li> <li>6) 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.</li> <li>7) The SFA did not have the most recent food safety inspection report posted in a publicly visible location at Huterische Colony Elementary</li> <li>8) Food items in the dry storage, refrigerator and freezer areas at Huterische Colony Elementary were stored on the floor.</li> </ol>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>D. Civil Rights</b></p> <p>Finding(s) Details:</p> <ol style="list-style-type: none"> <li>1) The SFA does not have a civil right complaint process in place that ensures that all complaints will be forwarded to a USDA agency.</li> <li>2) Documentation of civil rights training was not provided for all food service staff.</li> <li>3) The "And Justice for All" poster is outdated and the incorrect size at Huterische Colony Elementary</li> </ol>