

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: Henry School District

Date of Administrative Review (Entrance Conference Date): May 3, 2019

Date review results were provided to the School Food Authority: June 3, 2019

Date review summary was publicly posted: August 30, 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

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	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	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: <ol style="list-style-type: none"> 1) Not all selected applications were approved correctly. There was one income-based application that was approved that did not include the last four digits of the social security number of an adult household member, or an indication of none. 2) The SFA annualized income when it should have been determined at its stated frequency. 3) The SFA does not have documentation demonstrating that a confirmation review took place. 4) The verification process is not being conducted according to USDA guidelines. The SFA did not select from error prone applications. 5) The SFA did not send a notice of adverse action letter to the selected family. 			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	B. Meal Patterns and Nutritional Quality	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	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: <ol style="list-style-type: none"> 1) During the week of the onsite review, field trip lunches claimed for reimbursement did not contain the milk component. These meals may not be claimed. 2) Grade group 9-12- for the week of menu review, the lunch menu did not meet the minimum daily requirement for meat/meat alternate. A meat/meat alternate was offered daily, however the minimum required portion size was not met. 3) Grade groups K-8 and 9-12- for the week of menu review, the lunch menu did not meet the minimum daily requirement for grain. A grain was offered daily, however the minimum required portion size was not met. 4) Grade group K-8- for the week of menu review, the lunch menu did not meet the minimum weekly requirement for grain. A grain was offered daily, however the weekly minimum requirement was not met. 5) Offer versus Serve reimbursable meal signage is not posted, including the requirement for students to select at least 1/2 cup fruit at breakfast and 1/2 cup fruit or vegetable at lunch. 			

<input checked="" type="checkbox"/>	<input type="checkbox"/>	C. School Nutrition Environment		
		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 type="checkbox"/>	Competitive Foods
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other
		Finding(s) Details:		
		<ol style="list-style-type: none"> 1) The SFA provides free second meals to students and is not repaid for these nonprogram foods. 2) 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; does not include parents and the public in the development, implementation, periodic review, and update of the policy; and does not include current nutrition guidance for all foods available on the school campus. 3) The employees and volunteers 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. 4) The SFA does not maintain a consolidated tracker for documentation of training hours for all food service staff. 5) Storage violations were observed on-site. The SFA had food that was not dated upon delivery. 6) The SFA has not performed SFSP outreach. 		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	D. Civil Rights		
		Finding(s) Details:		
		<ol style="list-style-type: none"> 1) The SFA does not have a civil right complaint process in place that ensures that all complaints will be forwarded to an outside agency. 		