

## 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: Western South Dakota Services Center**

**Date of Administrative Review (Entrance Conference Date): 12/20/18**

**Date review results were provided to the School Food Authority: 1/16/19**

**Date review summary was publicly posted: 2/15/19**

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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	
☐	X	<b>A. Program Access and Reimbursement</b>	
		<b>YES</b>	<b>NO</b>
		☐	X
		☐	X
		☐	X
		No findings in this area.	
X	☐	<b>B. Meal Patterns and Nutritional Quality</b>	
		<b>YES</b>	<b>NO</b>
		X	☐
		☐	X
		☐	X
		<p>Finding(s) Details:</p> <ul style="list-style-type: none"> <li>• <b>Finding 1 (Onsite 410):</b> Reviewer observed meal pattern quantity violations during the menu review from the review period for breakfast and lunch. <ul style="list-style-type: none"> <li>○ Muffin Square provided at breakfast on 11/6 and 11/9 was short of the 1-ounce equivalent grain requirement, according to the provided recipe.</li> <li>○ Sloppy Joe provided at lunch on 11/7 credited less than ¼ cup vegetable, as the provided recipe indicated.</li> <li>○ Cabbage Slaw provided at lunch on 11/7 credited less than ½ cup vegetable, as the provided recipe indicated.</li> <li>○ Rotini provided at lunch on 11/11 credited less than 2 ounce-equivalents, as the provided recipe indicated.</li> <li>○ Bread slice (short of 1-ounce equivalent) used on 11/5 B, 11/7 B, 11/11 B, 11/9 L resulted in being short of the grain requirement.</li> <li>○ Bun (50g) from 11/7 L was short of 2-ounce equivalent grain requirement.</li> </ul> </li> </ul> <p>As specified in 7 CFR 210.10(c), participating sites must offer the food components and quantities required in the established meal pattern, and, as specified in 7 CFR 210.18(g)(2)(i)(A), crediting documentation must be maintained (such as a CN label, Product Formulation Statement, or accurate recipe) to demonstrate compliance with the meal pattern.</p> <ul style="list-style-type: none"> <li>• <b>Finding 2 (Onsite 410):</b> Production records from the menu review of the review period were not consistent with the production record identified in the annual agreement with the State office. The provided production records did not include site-specific information such as Offer Versus Serve, stance on seconds, a la carte, planned and actual counts, specify total planned servings, units prepared, amounts added/left over, and did not identify recipe numbers used. School food authorities must maintain production records which demonstrate the contribution to the required food components and food quantities for each age/grade group every day. Production and menu record must be maintained in accordance with Food Nutrition Service (FNS) guidance, per CFR 210.10 (a)(ii)(3).</li> </ul>	

X	☐	<b>C. School Nutrition Environment</b>			
		<b>YES</b>	<b>NO</b>		
		X	☐	Food Safety	
		X	☐	Local School Wellness Policy	
		☐	X	Competitive Foods	
		X	☐	Other: Professional Standards; Recordkeeping, Afterschool Snack	
		<p>Finding(s) Details:</p> <ul style="list-style-type: none"> <li>• <b>Finding 4 (Offsite 1000 Series):</b> Local Wellness Policy is missing the following required elements: <ul style="list-style-type: none"> <li>○ Permit marketing on the school campus during the school day of only foods and beverages which meet nutrition standards. (1000)</li> <li>○ Identify the position of the LEA or official(s) responsible for the implementation and oversight of the local wellness policy (1000)</li> </ul> </li> <li>• <b>Finding 5 (Offsite 1203, Offsite 1204, Offsite 1208, Onsite 1213, Onsite 1214, Onsite 1217):</b> Training is not being tracked for agency (Food Service Director) or Food Service Management Company (Food Service Director, Food Service Employees). Although the agency is contracted with a Food Service Management Company, the agency is still responsible for the oversight of the program and would need to have an agency employee considered as a Food Service Director.</li> <li>• <b>Finding 6 (Onsite 1403, Onsite 1411):</b> Reviewer observed two products with a country of origin outside of the USA (Mandarin Oranges from China and Pineapple from Thailand). The SFA did not have documentation on file to support an exception to the Buy American requirement for these products. <p>The Buy American requirement states that a food or food product must be grown and/processed in the USA. At least 51% of the final processed product must be made up of domestically grown commodities. For products that are <u>not</u> USA grown and processed, the SFA needs to have a documentation indicating that domestic products are truly not available or reasonably priced.</p> </li> <li>• <b>Finding 7 (Onsite 1407):</b> Food Safety Plan (SOPs) were not implemented, reviewed, and updated as required. Food Safety Checklist is also not completed. The checklist must be completed at least monthly, but the SOPs and checklist must identify the accurate reflection of frequency.</li> <li>• <b>Finding 8 (Onsite 1408):</b> Thermometer calibrations are being completed monthly. Thermometers are required to be calibrated and recorded at least weekly.</li> <li>• <b>Finding 9 (Onsite 1501):</b> Eligibility Roster met all minimum criterion requirements (name, personal income and source, eligibility status, last four digits of social security number, date of admission, and date of release), however, the roster did not include a signature of appropriate official, with title and contact information.</li> </ul>			

		<ul style="list-style-type: none"> <li>• <b>Finding 10A (Onsite 1700, AS Form Q6):</b> Afterschool Snack service included recipes for white cake (11/5) and coffee cake (11/8) with the 1<sup>st</sup> ingredient being sugar. Muffin mix (11/10) was not enriched. Also, 100% Juice (11/6) was ½ cup quantity.</li> <li>• <b>Finding 10B (Onsite 1700, AS Form Q6):</b> Afterschool Snack is minimally documented on production records. School food authorities must maintain production records which demonstrate the contribution to the required food components and food quantities for each age/grade group every day. Production and menu record must be maintained in accordance with Food Nutrition Service (FNS) guidance, per CFR 210.10 (a)(ii)(3).</li> <li>• <b>Finding 11 (Onsite 1700, AS Form Q-7):</b> Afterschool Snack monitoring form is not being completed twice per program year. Afterschool Snack must be monitored at least twice per program year, one being within the first four weeks of program operation.</li> </ul>
X	<input type="checkbox"/>	<p><b>D. Civil Rights</b></p> <p>Finding(s) Details:</p> <ul style="list-style-type: none"> <li>• <b>Finding 3 (Offsite 803):</b> School Food Authority (SFA) does not have a formal or informal policy to handle complaints of discrimination within the school meals program.</li> </ul>