

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: Elkton School District

Date of Administrative Review (Entrance Conference Date): 11/14/2019

Date review results were provided to the School Food Authority: 11/26/2019

Date review summary was publicly posted: 1/24/2020

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	
		YES	NO
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Finding(s) Details: 1) One application with two students was approved for reduced benefits but should have been denied based on verification. Two students were originally determined as free based on Migrant status but are no longer receiving those benefits; changed from free to reduced based on an application. Per 7 CFR 245.3 Eligibility Standards and Criteria and the USDA Eligibility Manual for School Meals, agencies must correctly determine each household's eligibility for free and reduced-price meals. This finding will result in a fiscal calculation at both breakfast and lunch. 2) The SFA's notice of adverse action did not contain all required information, including the USDA Nondiscrimination Statement. According to 7 CFR 245.6a(j) Verification Requirements (Adverse Action), if verification activities fail to confirm eligibility for free or reduced price benefits or should the household fail to cooperate with verification efforts, the school or local educational agency shall reduce or terminate benefits, as applicable, as follows: Ten days advance notification shall be provided to households that are to receive a reduction or termination of benefits, prior to the actual reduction or termination. The first day of the 10-day advance notice period shall be the day the notice is sent. The notice shall advise the household of: <ol style="list-style-type: none"> 1) The change; 2) The reasons for the change; 3) Notification of the right to appeal and when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision; 4) Instructions on how to appeal; and 5) The right to reapply at any time during the school year. The reasons for ineligibility shall be properly documented and retained on file at the local educational agency. 	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	B. Meal Patterns and Nutritional Quality	
		YES	NO
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Finding(s) Details: 1) Signage was observed but could be greatly improved. It was very small, and the reviewer almost missed it completely. There are new posters available through USDA's website that are perfect and are divided by grade group. CANS also has some handy resources on the CANS/SNP website under the School Meal Programs Resources section, National School Lunch/Breakfast	

		Programs (NSLP/SBP) heading. They are titled Visual Portion Size Guide-there is one for fruits and one for vegetables.															
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>C. School Nutrition Environment</p> <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Food Safety</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Local School Wellness Policy</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Competitive Foods</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Other: Professional Standards, Buy American, Outreach</td> </tr> </tbody> </table> <p>Finding(s) Details:</p> <ol style="list-style-type: none"> 1) The current food safety plan is out of date and has not been reviewed or signed for the current school year. According to <i>7 CFR 210.13 Facilities Management</i>, School Food Authorities must develop a written food safety program that covers any facility where food is stored, prepared, or served. A copy of the Food Safety Plan HACCP-Based Standard Operating Procedures can be found on the CANS/SNP Website under the School Meal Programs Requirements section, Food Safety heading. The document is titled Food Safety SOP's 2018. 2) Reviewer observed mandarin oranges from China and pineapple, tropical fruit from Thailand. <i>7 CFR 210.21 Procurement</i> requires that all foods served be agricultural commodities that are produced in the United States; and food products that are processed in the United States, substantially using agricultural commodities that are produced in the United States. Local Wellness Policy does not contain all required elements. According to <i>7 CFR 210.31 Local School Wellness Policy, (c) Content of Plan, (1)</i>, Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing these goals, local educational agencies must review and consider evidence-based strategies and techniques. Reviewer did not find many measurable goals within the Local Wellness Policy. With the requirement of an assessment, goals must be evidence-based and measurable. <ul style="list-style-type: none"> • Identify the position of the LEA or school official(s) or school official(s) responsible for the implementation and oversight of the local school wellness policy. • Identify how eligible individuals (listed previously) are provided an opportunity to participate in the following: (a) development, (b) implementation, (c) periodic review and update of the local school wellness policy. • A description to measure implementation of the policy. • A description of the assessment of the policy at least once every three years. • A description to report the policy content, implementation measurements, and assessment to the public. • Allow students, PE teachers, school board members, general public to participate on the committee. • Assessment of the policy must occur at least once every 3 years, the first assessment is due by June 30, 2020. 	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: Professional Standards, Buy American, Outreach
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		<ul style="list-style-type: none"> • The assessment is made available to the public. <p>3) Food Service Director, Part Time staff, and Full Time staff do not currently meet the minimum number of required annual training hours; a plan was not given to the reviewer as to how the rest of the training hours will be met for SY19-20. According to <i>7 CFR 210.30 School Nutrition Program Professional Standards, (a) General</i>, SFAs that operate the National School Lunch Program, or the School Breakfast Program (7 CFR part 220), must establish and implement professional standards for school nutrition program directors, managers, and staff, as defined. Food Service Directors are required to have at least 12 hours of training annually, full time staff are required to have at least 6 hours of training annually and part time staff are required to have at least 4 hours of training annually. Please remember that tracking hours annually is required in a compiled document. It is recommended that the training tracker(s) for each person be updated as training happens.</p> <p>4) SFA did not inform households of the availability of Summer Food Service Program (SFSP). No documentation available. According to <i>7 CFR 210.12 Student, Parent, and Community Involvement</i>, school food authorities must cooperate with Summer Food Service Program sponsors to distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session.</p>
☒	☒	<p>D. Civil Rights</p> <p>Finding(s) Details:</p> <p>1) SFA does not have a formal or informal policy to handle complaints of discrimination within the school meals programs. <i>FNS Instruction 113-1</i> and <i>CANS NSLP Memo 108</i> describe how complaints of discrimination must be reported.</p>