

## 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:** Howard School District

**Date of Administrative Review (Entrance Conference Date):** November 19, 2019

**Date review results were provided to the School Food Authority:** December 13, 2019

**Date review summary was publicly posted:** February 12, 2020

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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

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>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>YES</b>	<b>NO</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finding(s) Details:			
<p>1) Not all meal benefit application were correctly approved. There was 1 application processing error. The SFA incorrectly calculated the household income based on the information provided on the application. This error resulted in 2 students moving from Reduced to Paid.</p> <p>2) The SFA annualized income when it should have been determined at its stated frequency. There were no changes to eligibility as a result of this error.</p> <p>3) The SFA and site claims do not match, resulting in an overclaim of 1 free meal at lunch and an underclaim of 2 free and 1 paid meals at breakfast.</p>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>B. Meal Patterns and Nutritional Quality</b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>YES</b>	<b>NO</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finding(s) Details:			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>C. School Nutrition Environment</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>YES</b>	<b>NO</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finding(s) Details:			
<p>1) Temperature logs are not being kept on file for at least 6 months for the dry storage area.</p> <p>2) Storage violations were observed on-site. The SFA had food that was not dated upon delivery.</p> <p>3) Food items in the dry storage, refrigerator and freezer areas were stored on the floor.</p>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>D. Civil Rights</b>	
Finding(s) Details:			