

**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 (SA) to report the 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 SA to post a summary of the most recent final administrative review results for each School Food Authority (SFA) on the SA publicly available website no later than 30 days after the SA provides the 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: Fairfield Area School District**

**School Agreement Number: 112-01-305-4**

**Date of Administrative Review (Entrance Conference Date): February 19, 2020**

**Date review results were provided to the School Food Authority (SFA): February 20, 2020**

**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

1. 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**

1. Were any findings identified during the review of this School Food Authority?

Yes  No

1. Is there fiscal action associated with findings identified during the review of this School Food Authority?

Yes  No

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| **REVIEW FINDINGS** | | |
| 1. **Program Access and Reimbursement** | | |
| **YES** | **NO** |  |
|  |  | **Certification and Benefit Issuance** – Validation of the SFA certification of students’ eligibility for free or reduced-price meals |
| Finding Detail: | | |
|  |  | **Verification** – Validation of the process used by the SFA to confirm selected students’ eligibility for free and reduced-price meals |
| Finding Detail:   1. The SFA selected a SNAP/TANF application to verify and did not follow the direct verification process correctly. The Sponsor did not verify the students benefits through COMPASS. The SFA sent a "we must check" letter to the family and requested the family submit proof of TANF/SNAP benefits. The parents submitted a printout of benefits that did not show proof of benefits. During the onsite review, the Field Advisor(FA) asked the SFA to complete the direct verification procedures through COMPASS and COMPASS indicated an "N" which confirmed the family was not receiving TANF/SNAP assistance. | | |
|  |  | **Meal Counting and Claiming** – Validation of the SFA meal counting and claiming system that accurately counts, records, consolidates, and reports the number of reimbursable meals claimed, by category |
| Finding Detail: | | |

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| 1. **Meal Patterns and Nutritional Quality** | | |
| **YES** | **NO** |  |
|  |  | **Meal Components and Quantities** – Validation that meals claimed for reimbursement contain the required meal components (also referred to as food components) and quantities |
| Finding Detail:   1. The SFA did not have signage posted for breakfast that explains to the students what constitutes a reimbursable meal. 2. During the breakfast observation a student approached the Cashier without the required 1/2 cup fruit/vegetable; the Cashier claimed the meal and did not ask the student to go back and get the required meal component. The meal the student selected was 1 cup milk, 1 oz cereal and 4 oz yogurt. | | |
|  |  | **Offer versus Serve (provision that allows students to decline some of the food components offered)** – Validation of SFA compliance with OVS requirements if applicable |
| Finding Detail: | | |
|  |  | **Dietary Specifications and Nutrient** **Analysis** – Validation that meals offered to children through the school meal programs are consistent with federal standards for calories, saturated fat, sodium, and *trans* fat |
| Finding Detail:   1. During the breakfast observation a student approached the Cashier without the required 1/2 cup fruit/vegetable; the Cashier claimed the meal and did not ask the student to go back and get the required meal component. The meal the student selected was 1 cup milk, 1 oz cereal and 4 oz yogurt | | |

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| 1. **School Nutrition Environment** | | |
| **YES** | **NO** |  |
|  |  | **Food Safety** – Validation that all selected schools meet the food safety and storage requirements, and comply with the Buy American provisions specified by regulation |
| Finding Detail: | | |
|  |  | **Local School Wellness Policy** – Review of the SFA’s established Local School Wellness Policy |
| Finding Detail: | | |
|  |  | **Competitive Foods** – Validation of the SFA compliance with regulations for all food and beverages to students outside of the reimbursable meal |
| Finding Detail: | | |
|  |  | **Professional Standards** – Validation of SFA compliance with required hiring standards and annual training requirements |
| Finding Detail: | | |

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| **D. Civil Rights** | | |
| **YES** | **NO** |  |
|  |  | **Civil Rights –** Validation of SFA compliance with civil rights requirements as applicable to the Child Nutrition Programs |
| Finding Detail: | | |

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| **E. Resource Management** | | |
| **YES** | **NO** |  |
|  |  | **Resource Management –** Validation of SFA compliance with overall financial health of the school food service account |
| Finding Detail: | | |

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|  |  | **Other** |
| Finding Detail:   1. The SFA did not conduct a monitoring visit of the Elementary School by the February 1st deadline for the current school year. The Monitoring visit of Fairfield Elementary School was conducted February 11, 2020 | | |

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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
| * The SFA was receptive to recommendations for compliance and provided additional requested information during the on-site review. The SFA continues to work on healthier menu options for the students. |