

**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: First Philadelphia Preparatory Charter School**

**School Agreement Number: 100-51-000-0**

**Date of Administrative Review (Entrance Conference Date): November 6, 2019**

**Date review results were provided to the School Food Authority (SFA): November 7, 2019**

**General Program Participation**

1. What Child Nutrition Programs does the School Food Authority participate in? (Select all that apply)

[x]  School Breakfast Program

[x]  National School Lunch Program

[ ]  Fresh Fruit and Vegetable Program

[x]  Afterschool Snack

[ ]  Special Milk Program

[ ]  Seamless Summer Option

1. Does the School Food Authority operate under any Special Provisions? (Select all that apply)

[x]  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?

[x]  Yes [ ]  No

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

[x]  Yes [ ]  No

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| **REVIEW FINDINGS** |
| 1. **Program Access and Reimbursement**
 |
| **YES** | **NO** |  |
| [ ]  | [x]  | **Certification and Benefit Issuance** – Validation of the SFA certification of students’ eligibility for free or reduced-price meals |
| Finding Detail: |
| [ ]  | [x]  | **Verification** – Validation of the process used by the SFA to confirm selected students’ eligibility for free and reduced-price meals |
| Finding Detail:  |
| [x]  | [ ]  | **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:1. The breakfast test month September 2019 point of service documents do not match the PEARS claim resulting in an under-claim.
2. The lunch test month September 209 point of service documents do not match the PEARS claim resulting in an over-claim.
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| 1. **Meal Patterns and Nutritional Quality**
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| **YES** | **NO** |  |
| [x]  | [ ]  | **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. In reviewing the SFA's (School Food Authority's) breakfast production records for the test week (September 16 to 20, 2019), it was discovered the SFA failed to provide milk variety for both middle school and high school.
2. The School Food Authority implements offer versus serve. During the breakfast observation day of review, staff checked a participant as having a reimbursable meal when the participant did not have all breakfast food items required per OVS requirements to create a reimbursable meal resulting in an incomplete meal being documented at the POS (point of service) as reimbursable.
3. Breakfast and lunch production records for the review period and day of review were incomplete.
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| [ ]  | [x]  | **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:  |
| [x]  | [ ]  | **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. A review of the SFA (School Food Authority) menus for the test week did not validate compliance with Dietary Specifications and Nutrient Analysis Requirements. Compliance with the Dietary Specifications and the Nutrient Analysis Requirements cannot be determined as the severity of issues identified has rendered the Nutrient Analysis invalid.
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| 1. **School Nutrition Environment**
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| **YES** | **NO** |  |
| [x]  | [ ]  | **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:1. The SFA (School Food Authority) only had one food safety inspection at the time of the review for program year 19-20. A review of the prior program year 18-19 was reviewed and the SFA only had one inspection on file. The SFA did not have any documentation to support a request for two (2) inspections.
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| [ ]  | [x]  | **Local School Wellness Policy** – Review of the SFA’s established Local School Wellness Policy  |
| Finding Detail: |
| [ ]  | [x]  | **Competitive Foods** – Validation of the SFA compliance with regulations for all food and beverages to students outside of the reimbursable meal |
| Finding Detail: |
| [ ]  | [x]  | **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** |  |
| [x]  | [ ]  | **Civil Rights –** Validation of SFA compliance with civil rights requirements as applicable to the Child Nutrition Programs |
| Finding Detail: 1. During the lunch meal observation on the day of review, the last lunch participants were separated in the cafeteria by gender. Based on an interview with the SFA on-site day of review, it was explained the participants were separated for organizational/logistical purposes.
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| **E. Resource Management** |
| **YES** | **NO** |  |
| [ ]  | [x]  | **Resource Management –** Validation of SFA compliance with overall financial health of the school food service account |
| Finding Detail: |

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| [x]  | [ ]  | **Other** |
| Finding Detail:1. The SFA (School Food Authority) did not conduct the on-site reviews according to regulation. No monitoring records were available on-site. The SFA was unaware of monitoring concepts.
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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
| * SFA was able to respond to questions and provided required documents for FA review, especially during the on-site review. Participants enjoyed the meals observed. Food service operation very organized, satisfactory conditions throughout walk-through.
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