

**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: Fox Chapel Area School District**

**School Agreement Number: 103-02-391-2**

**Date of Administrative Review (Entrance Conference Date): January 9, 2020**

**Date review results were provided to the School Food Authority (SFA): January 16, 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:   1. Not all applications were denied correctly. 2. Not all applications selected for review were approved correctly. The Sponsor did not base its determination on all sources of income listed on the application. | | |
|  |  | **Verification** – Validation of the process used by the SFA to confirm selected students’ eligibility for free and reduced-price meals |
| Finding Detail:   1. The Sponsor did not meet the requirements when verifying applications for cause. Applications were indicated in the software as “verification for cause” in error, however the SFA continued with the verification process of these households. | | |
|  |  | **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. Production Records from the selected sites for the Test Week of November 11, 2019 - November 15, 2019 do not contain required information, as there is no separation of Student Projected Reimbursable Servings and Total (ala carte & adult) Projected Servings. This error was identified during day one of the On-Site Review and corrections were made to the analysis and day two On-Site Review Production Records. | | |
|  |  | **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:   1. Offer versus Serve (OVS) is not being implemented correctly. Foodservice staff required students to take an additional food item when the student had selected a reimbursable meal. | | |
|  |  | **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: | | |

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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: | | |

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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
| 1. Food Service Director was proactive in making immediate changes where applicable. 2. All items spot checked from the analysis against physical inventory exactly matched. 3. Food Service areas appeared clean and well organized. |