

**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: Harmony Area School District**

**School Agreement Number: 110-17-350-4**

**Date of Administrative Review (Entrance Conference Date): 3-19-2019**

**Date review results were provided to the School Food Authority (SFA): 3-20-2019**

**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: | | |
|  |  | **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: | | |
|  |  | **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:   * SFA has not conducted Offer vs Serve Training for all appropriate staff. SFA has not maintained documents used to train staff. | | |
|  |  | **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:   * The Sponsor's written Food Safety Plan does not include the required elements. | | |
|  |  | **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:  Smart Snacks in School-   * A review of food and beverages sold to students during the school day was conducted. Not all items reviewed were in compliance with Smart Snack standards. Vending machine inside of cafeteria is accessible to all students all day and is not complaint for the following reasons:   a.   All Diet Sodas-Not complaint for 6th-8th grade b.   16 oz Green Tea w/Ginseng & Honey -Not compliant for all grade groups   * Required documentation including, but not limited to, recipes, smart snack calculator documentation, nutrition labels and/or product specifications for food and beverages sold to students during the school day was not maintained. | | |
|  |  | **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:   * The Sponsor did not maintain required documentation (Training Materials) for the annual Civil Rights training. * The Sponsor did not provide the annual Civil Rights training for all appropriate staff | | |

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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:   * The State Agency (SA) cannot verify the School Food Authority's (SFA) compliance with the indirect cost requirements.The SFA's 2016-2017 Child Nutrition Financial Report (CNFR) shows that disposal or "garbage" is charged to the Nonprofit School Food Service Account (NSFSA). * The School Food Authority (SFA) has not provided the requested documentation needed to review the Resource Management of the Food Service Operation. The State Agency (SA) cannot verify the SFA's compliance with the revenue from nonprogram food requirements. | | |

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|  |  | **Other**   * **Reporting and Recordkeeping** * **Afterschool Snack** |
| Finding Detail:   * **Reporting and Recordkeeping**-   Records were not retained for three (3) years after the final Claim for Reimbursement for the fiscal year or until resolution of any audits. Afterschool Snack production records for Test Month and Day of Review, Point of Service meal counts for Test Month and Day of Review and Smart Snack documentation for beverages and ice cream sold to students were not available for review.   * **Afterschool Snack-**  1. Production and menu records were not maintained for a minimum of three years plus the current year. 2. Advisor could not validate the snack counts claimed for reimbursement for the review period (Test Month). Documentation of point-of-service snack counts have not been maintained. 3. Monitoring of the Afterschool Snack Program has not been conducted according to requirements. Monitoring was not completed during the first four weeks that the school program is in operation each school year. | | |

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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
| * The Food Service Team was very accommodating and pleasant during the onsite review. * The New FSD is engaged with the staff and is very excited to learn more about the NSLP (National School Lunch Program), Breakfast and After School Snack Program. |