

**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: Northside Catholic School**

**School Agreement Number: 202-02-612-5**

**Date of Administrative Review (Entrance Conference Date): June 10, 2020**

**Date review results were provided to the School Food Authority (SFA): June 18, 2020**

**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

[ ]  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?

[ ]  Yes [x]  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: |

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| 1. **Meal Patterns and Nutritional Quality**
 |
| **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: * Upon review, it was found that an entrée which is offered daily only credits at one ounce equivalent of grain, which is insufficient for the weekly grains requirement.
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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:* Usage recipes were utilized in the Breakfast & Lunch nutrient analyses without documented usage studies to support the weighting of those recipes.
* A review of the menus for the test week of January 6, 2020 through January 10, 2020 did not validate compliance with Dietary Specifications and Food Component Requirements, as the Calories and Sodium restrictions were exceeded.
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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: |
| [x]  | [ ]  | **Local School Wellness Policy** – Review of the SFA’s established Local School Wellness Policy  |
| Finding Detail:* The local school wellness policy does not include the minimum required elements and does not reflect current requirements for public transparency and participation in the wellness policy process.
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| [ ]  | [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:  |

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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:* The School Food Authority (SFA) has not provided the requested documentation required to review Nonprogram Foods section of the Administrative Review. The State Agency (SA) cannot verify if the SFA is in compliance with USDA nonprogram food requirements.
* The State Agency (SA) cannot verify the School Food Authority's (SFA) compliance with the indirect cost requirements. The SFA's 2018-2019 Child Nutrition Financial Report (CNFR) shows that 50% of disposal costs are charged to the Nonprofit School Food Service Account (NSFSA).  The SFA has not responded to the SA's request for clarification on the method used to charge this to the NSFSA.
* The School Food Authority (SFA) did not provide requested documentation.  The State Agency cannot determine if the SFA is in compliance with all NSFSA requirements.
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| [x]  | [ ]  | **Other*** **Infant and Pre-K Meal Pattern Checklist-Breakfast**
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| Finding Detail:* Breakfast Production Records are not utilized/documented for the non-comingled Pre-K students.
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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
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|  | * Sponsor staff provided all remaining necessary review information electronically & in a timely manner.
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