

**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: Pittsburgh School District**

**School Agreement Number: 102-02-745-1**

**Date of Administrative Review (Entrance Conference Date): January 28, 2021**

**Date review results were provided to the School Food Authority (SFA): April 29, 2021**

**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

[x]  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?

[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:Some meal count rosters from the Test Month (TM) were found not to be dated (Carmalt, Greenfield).The validated meal counts for the sites selected did not match the site base claims.Point of Service meal counts were not documented for Learning Hub meals.  Learning Hub Test Month attendance was provided for Morrow & Greenfield.  Learning Hub Test Month attendance was not provided for Pittsburgh Milliones 6-12 (aka “Uprep”).Learning Hub Day of Review attendance was provided for Greenfield.  Learning Hub Day of Review attendance was not provided for Pittsburgh Milliones 6-12 (aka “Uprep”) or Morrow.Pittsburgh Morrow - DOR 3/3/2021 - meals provided to NLA Learning Hub, no Point of Service meal counts taken or attendance records.DOR 3/4/21 - Pittsburgh Milliones 6-12 (aka “Uprep”) - meals provided to Learning Hubs - Wesley and Grayson, no point of service meal counts taken or attendance records. |

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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: Upon review of the Production Records for the Test Week, it was found that all required components were not served, specifically 11/18/2020 no milk component. |
| [ ]  | [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: |

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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: |
| [ ]  | [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) is charging indirect costs to the Non-profit Food Service Account (NSFSA) using an unallowable methodology.  |

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| [x]  | [ ]  | **Other****Reporting and Recordkeeping** |
| Finding Detail:All Production Records reviewed were found to be incomplete as they did not contain required information to include Recipe/Item #s, Portion Sizes, Reimbursable Projected Servings, Total Projected Servings, Served & Leftover amounts.  Production Records may not contain generic terms such as “fruit” (Greenfield). |

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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
| All documentation requested was readily available and presented timely. Any requests for additional information were quickly addressed.The Sponsor was organized and prepared for the virtual meal observation.

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