

**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: Richard Allen Preparatory CS**

**School Agreement Number: 126-51-000-8**

**Date of Administrative Review (Entrance Conference Date): 2/28/2019**

**Date review results were provided to the School Food Authority (SFA): 2/28/2019**

**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?

[ ]  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:* The SFA (School Food Authority) is claiming second meals for reimbursement.
* Staff responsible for documenting reimbursable breakfast meals on the electronic POS (point of service) system documented participants before they reached the POS.
* As the participants were selecting food components and standing in the middle of the food service tray line. Breakfast dismissal occurred as the participants were in line. The participants put the food items back on the serving line, never checked out at the POS, and instead walked out the way they came in to exit for dismissal without being served breakfast.
* The breakfast test month December 2018 point of service (POS) documents do not match the PEARS claim resulting in an over-claim.
* The lunch test month December 2018 point of service (POS) 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: * The School Food Authority failed to provide adequate oversight of the FSMC (Food Service Management Company). SFA (School Food Authority) did not conduct a review of the dietary specifications and nutrient analysis per the recipe change to ensure the newly implemented recipe met compliance before the entrée was served and claimed for reimbursement.
* Staff checked a participant as having a reimbursable meal when the participant did not have all breakfast food items required.
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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: |

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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: * During the lunch meal observation on the day of review, participants were separated in the cafeteria by gender.
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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]  | [ ]  | **Reporting and Recordkeeping -** Validation of SFA compliance with reporting and recordkeeping requirements |
| Finding Detail:* Richard Allen CS failed to respond to instructions and due dates from the State Agency during the Off-Site Review. The SFA was unresponsive to multiple attempts to gather information during the Off-Site Review.
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| [x]  | [ ]  | **Special Provision Options -** Validation of SFA compliance with the Special Provisions Options (CEP) requirements |
| Finding Detail:* The SFA (School Food Authority) did not maintain required documentation to support the community eligibility provision (CEP) identified student percentage (ISP).
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| [x]  | [ ]  | **Afterschool Snack -** Validation of SFA compliance with afterschool snack requirements |
| Finding Detail:* Errors in After School Snacks claimed for reimbursement resulting in an over-claim for the test month December 2018.
* After School Snacks were claimed in September in error with no intention of claiming snacks in September due to no supporting documentation to support this claim.  After School Snacks began being served in October.
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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
| * Participants enjoyed the meals observed.
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