

**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: West Allegheny School District**

**School Agreement Number: 103-02-940-3**

**Date of Administrative Review (Entrance Conference Date): 12-4-2019**

**Date review results were provided to the School Food Authority (SFA): 12-5-2019**

**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:   * Not all applications selected for review were approved correctly.   ·Not all income-based applications included the last four digits of the social security number of an adult household member, or an indication of none.  ·One application was for an out of state household in which the student does not reside.   * Changes are not being made to the point of service and/or benefit issuance document in a timely manner to reflect the expiration of 30 days of carryover eligibility, specifically, the 30 operating day carryover period was ended too soon. | | |
|  |  | **Verification** – Validation of the process used by the SFA to confirm selected students’ eligibility for free and reduced-price meals |
| Finding Detail:   * Not all applications selected for Verification were verified correctly. The Sponsor did not correctly determine eligibility based on household income, as net income, instead of gross income was verified. | | |
|  |  | **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:   * For each of the non-selected sites, it was found that all counts in each meal category claimed do not match the meal count totals generated by the point of sale system. This error was found to be systemic, as it was also found that claims are filed based on unconfirmed meal counts provided by the FSMC.  In addition, it was found that the Edit Checks are not signed as reviewed by the SFA. | | |

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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:   * Upon observation on the Day of Review, it was found that the weekly Meat/Meat Alternate (M/MA) requirement is not met for an entrée which is offered daily. | | |
|  |  | **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: | | |
|  |  | **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:   * The local school wellness policy is missing some of the minimum required elements. | | |
|  |  | **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:   * The LEA did not complete part “b” of questions regarding planned training for training hours not yet complete in current school year. * SFA Director, must complete 8 hours of food safety training by December 31, 2019. | | |

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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**   * **Local Wellness Policy** * **Reporting and Recordkeeping** |
| Finding Detail:   * Local School Wellness Policy-The local school wellness policy is missing some of the minimum required elements. * Reporting and Recordkeeping-The completed Lunch Production Records provided on the Day of Review (DOR) did not contain required information, specifically, Student Projected Servings & Total Projected Servings for the Fresh Vegetables, Fruit, and/or Condiments. | | |

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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
| * Staff were readily available to answer question or concerns. * Donaldson Elem food service staff did a nice job in efficiently providing both Breakfast & Lunch meals. |