

**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: Williamsport Area School District**

**School Agreement Number: 117-41-720-2**

**Date of Administrative Review (Entrance Conference Date): February 4, 2020**

**Date review results were provided to the School Food Authority (SFA): February 5, 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)

[ ]  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:1. Review of documentation and interview with the food service director and the primary contact during the on-site Administrative Review on February 5, 2020, revealed that the Sponsor did not provide training annually or as needed to cashiers and substitute cashiers at the Cochran Primary School. The Sponsor failed to train teachers serving meals to participants and claiming at the point of sale for breakfast served and counted in the classroom.
2. Observation of the breakfast meal during the Administrative Review of February 5, 2020, revealed that the Sponsor failed to document reimbursable meals at the point of sale and failed to ensure participants took a reimbursable meal in two classrooms. The Sponsor serves breakfast to kindergarten participants in each classroom. Observation in one classroom revealed that staff allowed the participants to take food components out of the storage containers provided to them by cafeteria staff without any supervision ensuring that the participant took a reimbursable meal. Staff then take a ticket from the participant indicating that a reimbursable meal has been taken. There were no staff observing if the participant chose a reimbursable meal. In another classroom, the participant placed the token in a container before the reimbursable meal was chosen. There was no staff member or teacher ensuring that the participants chose a reimbursable meal.
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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:  |
| [ ]  | [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:1. During the on-site Administrative Review on February 5, 2020, a review of food and beverages sold to students at various locations during the school day was conducted. Not all items reviewed were in compliance with Smart Snack standards. Staff baked and wrapped cookies and placed them in the cafeteria ready and available for participants to purchase that were not smart snack compliant.
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| [ ]  | [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: 1. Review of documentation and interview with the food service director during the on-site Administrative Review on February 5, 2020, revealed that the Sponsor did not provide the annual Civil Rights training for all the appropriate staff. The Sponsor failed to train teachers who claim meals in the classroom for breakfast at Cochran Primary School.
2. Review of program documents during the on-site Administrative Review on February 4, 2020, revealed that the Sponsor failed to ensure that the correct non-discrimination statement is noted on all program documents such as the following: "We Must Check Letter", "We Have Checked Letter", The notification letter of Free or Reduced benefits, The denial of benefits letter to household.
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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]  | [ ]  | **Other** |
| Finding Detail:1. Review of Monitoring documentation during the on-site Administrative Review on February 4, 2020, revealed that the School Food Authority (SFA) did not complete on-site reviews of breakfast by February 1, 2020 for school year 2019-20.
2. Review of site applications during the on-site Administrative Review on February 6, 2020, revealed that the Sponsor failed to update the site address for the Academy for Integrated Services site. This interfered with the School Nutrition Program Administrative Review on the above noted date for the lunch observation by the State Agency (SA).
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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
| * Staff were readily available to answer questions and concerns.
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