

**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: Wissahickon Charter School**

**School Agreement Number: 126-51-000-7**

**Date of Administrative Review (Entrance Conference Date): 11/1/18**

**Date review results were provided to the School Food Authority (SFA): 11/1/18**

**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

[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?

[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:1. In reviewing the test month lunch September 2018 source point of service (POS) meal count rosters to the test month lunch edit checks, it was discovered that data comparisons to determine the reasonableness of the meal counts were not possible as Wissahickon CS did not daily date some of the source POS meal count rosters. As a result, the Field Advisor was unable to validate the daily claims compared to the edit check.
2. The site selected for review, Awbury Campus, participated in serve-only. Day of review breakfast observation, participants would proceed from the main tray line station to the milk station and would then exit and check-out by a staff member who managed an electronic point of service (POS) system. The employee managing the POS documented participants with incomplete meals before they arrived at the POS. In addition, participants were documented on the POS before he/she had any food components at the start of the tray line.
3. The manual source POS meal count rosters were entered into the electronic POS computer at the end of lunch service. Comparing the source documentation to the electronic POS report, the school food authority's (SFA) meal count was not accurate and resulted in an under-claim for the day of review meal counts for lunch.
4. The lunch source point of service (POS) documents do not match the PEARS claim for the test month September 2018.
5. During the first lunch period observed, it was observed that staff members assigned to document meals at the point of service (POS) were documenting meals on the rosters at the POS before all components were served to participants.
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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: |
| [ ]  | [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: |

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| [x]  | [ ]  | **Other** |
| Finding Detail:1. All test month September 2018 source point of service (POS) meal count rosters for the afterschool snack program unavailable for review to validate the electronic (POS) meal count documentation.
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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
| The SFA was very organized and helpful on the day of review and during the off-site review. Breakfast and lunch meals appeared fresh, presentable, and the participants enjoyed the meals observed.  |