

**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: Young Scholars of Western Pennsylvania CS**

**School Agreement Number: 103-02-520-6**

**Date of Administrative Review (Entrance Conference Date): 10-1-2019**

**Date review results were provided to the School Food Authority (SFA): 11-12-2019**

**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:* Acknowledgement between staff and students should occur to ensure an accurate count of reimbursable meals are taken at the point of service. This is a systemic problem as it would continue to occur if not changed. Some students did not come to the point where staff was standing at the end of the line to determine if meal could be claimed or not. Also, a procedure needs to be implemented to ensure students are not coming through the line for a second time.
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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: * Offer versus serve not being implemented properly. Breakfast items on the day of review (Mini Loaf Muffin & Apple) were pre-plated and then juice was place on the tray and student were then ask if they wanted White or Chocolate Milk. Lunch Hot items on the day of review (Chicken Sticks, Mixed Vegetables & Sw. Pot. Fries) are pre-plated.
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| [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:* The planned number of reimbursable servings on the production records do not match what is projected in PrimeroEdge. In addition, Milk listed on the production records and included in the analysis is not what was observed on the day of review.
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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:* HACCP Plan needs to include an SOP for delivery of food from vendor. Also, the daily food safety checklist in the monitoring section needs revised or removed. Logs not implemented specifically, Damaged and Discarded Product Log. Share Table will need to be included in the HACCP Plan. TA - Reference PDE Memo 12001, Regarding Share Tables and Food Donation, found in PEARS, Download Forms.
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| [ ]  | [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*** **Reporting and Recordkeeping**
* **Afterschool Snack**
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| Finding Detail:* **Reporting and Recordkeeping**-Calibration Logs not used/maintained per HACCP Plan
* **Afterschool Snack**-Sweet snack foods were served more than twice per week (e.g., cookies, cake, etc.)
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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
| * Staff was readily available to answer any additional questions.
* Sponsor was receptive to any recommendations.

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