

**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: Baden Academy Charter School**

**School Agreement Number: 127-04-651-7**

**Date of Administrative Review (Entrance Conference Date): 12/16/2019**

**Date review results were provided to the School Food Authority (SFA): 12/17/2019**

**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

[ ]  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: |

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| 1. **Meal Patterns and Nutritional Quality**
 |
| **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: * Breakfast-The Breakfast Nutrient Analysis could not be validated for the test week of Oct 7, 2019 through October 11, 2019. This is due to Sponsor has not maintained documentation to support the nutrient analysis such as recipes, labels, or production records.
* Lunch-Upon observation on the Day of Review, it was found that an entrée (Peanut Butter & Jelly Sandwich) which was produced and offered only credits at one ounce equivalent of Meat/Meat Alternate (M/MA), which is insufficient M/MA requirement.  The recipe was not readily available for staff to reference during production.  The Portion size correction made during service on the Day of Review.
* Lunch Nutrient Analysis could not be validated for the test week of October 7, 2019 through October 11, 2019. This is due to Sponsor has not maintained documentation to support the nutrient analysis such as recipes, labels, or production records. Items produced and served during test week were not recorded on production records.
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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:* Upon request for recipes it was found the SFA was not maintaining a working Recipe Manual. Recipes for items produced were not available for staff to reference during production
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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:* The School Food Authority (SFA) did not provide documentation to show the revenue from serving breakfast to students taking the PSSA tests at no charge.
* The School Food Authority (SFA) is not maintaining proper oversight of the Child Nutrition (CN) Programs and the Food Service Management Company (FSMC).
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| [x]  | [ ]  | **Other*** **Reporting and Recordkeeping**
* **RMCR-Revenue from Nonprogram Foods**
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| Finding Detail:* Reporting and Recordkeeping-Day of Review Breakfast & or Lunch Production Records do not contain the required information.
* Reporting and Recordkeeping-Production Records from the Test Week of October 7, 2019 - October 11, 2019 do not contain the required information. This review was expanded to the Test Month and found to be systemic.
* Reporting and Recordkeeping- The School Food Authority (SFA) is not maintaining proper oversight of the Child Nutrition (CN) Programs and the Food Service Management Company (FSMC).
* The School Food Authority (SFA) did not provide all documentation to determine compliance with the revenue from nonprogram foods requirements.
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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
| * During the offsite review process the administrative team was very attentive to all requests by the PDE Advisor
* The FA’s Administrative Team is was organized, and prepared for the review.
* The Food Service Team was very accommodating and pleasant during the onsite review.

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