

**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: Blessed Sacrament School**

**School Agreement Number: 205-25-050-4**

**Date of Administrative Review (Entrance Conference Date): November 20, 2019**

**Date review results were provided to the School Food Authority (SFA): November 25, 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?

[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: |

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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: 1. During the review, it was determined that the SFA did not complete breakfast production records for the test month of September of 2019. The documentation provided for review was a counting form used at the point of service and does not contain the required information.
2. During the review, it was determined that the SFA did not complete lunch production records for the test month of September 2019. A daily form provided for review did not contain all components. Neither planned or served quantities were entered or any other required information.
3. The test month menu of September of 2019 did not contain all the required components of the USDA meal pattern.
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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:1. During a review of the test week of September 16,2019, it was determined that the Nutrient Analysis was not valid. Production Records are incomplete, therefore the SFA could not provide supporting documentation to validate the Nutrient Analysis.
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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:1. The SFA does not maintain the minimum required temperature logs. Temperature logs were not available for the test month of September 2019.
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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:1. The SFA does not maintain the documentation required to validate compliance of all food and beverages sold to students. The SFA sells ice cream cups without providing documentation of ingredients or smart snack compliance.
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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. SFA does not extend breakfast program to all age groups. Students in the Pre-K class are permitted to participate in School Lunch Program, but not offered participation in the School Breakfast Program.
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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. The School Food Authority (SFA) does not provide the required oversight of its School Nutrition Programs. The SFA does not employ a person within the School Food Authority that has a knowledge and understanding of School Nutrition Programs. The SFA was unfamiliar and could not provide all items requested for the Administrative Review.
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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
| * Records of Certification and Benefit Issuance are organized.
* Business Manager was receptive to technical assistance.
* Kitchen, storage areas and cafeteria are neat and clean.
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