

**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: CHOR Youth and Family Svc Inc**

**School Agreement Number: 300-06-154-0**

**Date of Administrative Review (Entrance Conference Date): January 22, 2020**

**Date review results were provided to the School Food Authority (SFA): January 22, 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

[x]  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:1. The SFA did not obtain approval by Pennsylvania Department of Education, Division of Food and Nutrition prior to implementing a Non-Prototype Application and Benefit Notification letter.
 |
| [x]  | [ ]  | **Verification** – Validation of the process used by the SFA to confirm selected students’ eligibility for free and reduced-price meals |
| Finding Detail: 1. The Sponsor did not send a notice of adverse action letter to the household after verification was completed. The adverse action letter would have informed the household of their right to appeal and provided a 10-day written advance notice of the change in eligibility.
2. The Sponsor’s verification notification letter does not include all of the required information.
3. The Sponsor did not conduct a confirmation review of applications chosen for Verification.
4. The Sponsor did not meet the follow-up requirements for households that failed to respond to the request for verification. The Sponsor did not make the follow-up attempt when required.
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| [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. The Sponsor has claimed meals in error based on inaccurate counting and/or claiming procedures. The counts by category were not correctly used in the claim for reimbursement.
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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. Upon review, it was found that Breakfast and Lunch Production Records for the test month were incorrect and missing required information. The incorrect and missing information included planned portion sizes, planned numbers of servings and total projected servings, component contribution, servings produced, served and amount leftovers. In addition, the Production records did not consistently include all food items served.
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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. Based on the lunch nutrient analysis for the test week of November 11, 2019 to November 17, 2019, the school did not meet the Dietary Specifications for Sodium for the appropriate age/grade group being served, 9th-12th grade.
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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 school had one food safety inspection at the time of the review, but did not have documentation that a second review was requested.
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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: 1. A review of program documents during the on-site review Administrative Review on January 22, 2020, revealed that the Sponsor failed to ensure that the correct Non-Discrimination Statement is on all program material, such as Application and Verification letters.
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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 Sponsor has not performed Summer Food Service Program (SFSP) outreach.
2. Errors were found when the afternoon snack claim was validated for the test month of November 2019.
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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
| * The SFA was receptive to suggestions for improvement.
* Staff did a great job at the meal services on the day of review.
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