

**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: Carlynton School District**

**School Agreement Number: 103-02-160-3**

**Date of Administrative Review (Entrance Conference Date): March 3, 2020**

**Date review results were provided to the School Food Authority (SFA): March 9, 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

[x]  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)

[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:* Not all applications selected for review were approved correctly. The Sponsor did not calculate the income correctly. Fiscal Action may occur.
 |
| [x]  | [ ]  | **Verification** – Validation of the process used by the SFA to confirm selected students’ eligibility for free and reduced-price meals |
| Finding Detail: * Verification process not completed by November 15th. No “We Have Check Letter” sent to the household. Verification Collection Report results indicate household responded, no changes.
* No confirmation review to ensure initial determination was correct.
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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:* Carnegie Elementary School- Meal counts on the Day of Review have not been accurately recorded. There is no visual identifier of reimbursable meals and meal counts are not taken at the point of service.This is a systemic error.  Fiscal Action may occur.
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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: * Carnegie Elementary School-Breakfast meals observed and counted for reimbursement for the day of review did not contain all of the required meal components. Fiscal Action may occur.
* Crafton Elementary School- The Breakfast Nutrient Analysis could not be validated for the Test Week of January 13, 2020 - January 17, 2020. Number of a la carte sales, adult, and “other” meals are not differentiated on production records.
* Crafton Elementary School- The Lunch Nutrient Analysis could not be validated for the Test Week of January 13, 2020 - January 17, 2020. Number of a la carte sales, adult, and “other” meals are not differentiated on production records.
 |
| [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: * Crafton Elementary School- Offer versus Serve reimbursable Breakfast meal signage is not posted, including the requirement for students to select at least 1/2 cup fruit or vegetable.
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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: |

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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: * Carnegie Elementary School, Breakfast in the Classroom - Teachers/school staff members who serve meals and/or take point of service meal counts did not have the required Civil Rights Training.
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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**
 |
| Finding Detail:* Upon review of the production records for the site selected for the Review,(Crafton Elem), it was found that the number of a la carte sales, adult, and “other” meals are not differentiated on production records. This review was expanded to the Test Month(January 2020) and found to be systemic.
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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
| * Any requests for additional information were quickly addressed. Sponsor was receptive to provided technical assistance.
* Staff interacted nicely with students. Mr. Alexander did a very nice job incorporating & presenting the FFVP lesson in his classroom.
* Lunch was presented nicely on the day of the meal observation. Food was appealing and all areas were clean and maintained well.

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