

**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: Champion Christian School**

**School Agreement Number: 300-26-345-0**

**Date of Administrative Review (Entrance Conference Date): June 18, 2020**

**Date review results were provided to the School Food Authority (SFA): August 3, 2020**

**General Program Participation**

1. What Child Nutrition Programs does the School Food Authority participate in? (Select all that apply)

School Breakfast Program

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?

Yes  No

1. Is there fiscal action associated with findings identified during the review of this School Food Authority?

Yes  No

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| **REVIEW FINDINGS** | | |
| 1. **Program Access and Reimbursement** | | |
| **YES** | **NO** |  |
|  |  | **Certification and Benefit Issuance** – Validation of the SFA certification of students’ eligibility for free or reduced-price meals |
| Finding Detail:   * A review of Certification and Benefit Issuance for the test month of February 2020 resulted in errors that met or exceeded the USDA 10% error threshold. * Upon review, it was found that the SFA does not retain written household notification of Direct Certification. * Not all applications selected for review were approved correctly. | | |
|  |  | **Verification** – Validation of the process used by the SFA to confirm selected students’ eligibility for free and reduced-price meals |
| Finding Detail:   * Verification requirements were not met. The application selected for verification did not include the dated signature of the verifying official. SFA continued benefits when the household did not provide sufficient proof of income. | | |
|  |  | **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:   * Breakfast-Upon review of the Test Month, inconsistencies were found between Champion Christian School North’s Point of Sale (POS) generated Item Sales, Edit Checks, and the Claim for Reimbursement. | | |

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| 1. **Meal Patterns and Nutritional Quality** | | |
| **YES** | **NO** |  |
|  |  | **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-A review of the menus for the test week of February 10, 2020 – February 14, 2020 did not validate compliance with Dietary Specifications and Food Component Requirements. * Lunch-Upon review of the Test Week of February 10, 2020 – February 14, 2020, it was found that:   ·       insufficient quantities of vegetable were offered to grades 5-8 on 4 of the 5 days  ·       insufficient quantities of vegetable were offered to grades 9-12 on 4 of the 5 days  ·       insufficient quantities of the following vegetable subgroups were offered to grades 5-8: Dark Green, Beans/Peas, Other  ·       insufficient quantities of the following vegetable subgroups were offered to grades 9-12: Dark Green, Red/Orange, Beans/Peas, Other  ·       the minimum daily & weekly requirements for M/MA were not met for grades 9-1   * A review of the menus for the test week of February 10, 2020 – February 14, 2020 did not validate compliance with Dietary Specifications and Food Component Requirements. | | |
|  |  | **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: | | |
|  |  | **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** | | |
| **YES** | **NO** |  |
|  |  | **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 review, it was found that receiving temperatures are not documented. | | |
|  |  | **Local School Wellness Policy** – Review of the SFA’s established Local School Wellness Policy |
| Finding Detail: | | |
|  |  | **Competitive Foods** – Validation of the SFA compliance with regulations for all food and beverages to students outside of the reimbursable meal |
| Finding Detail: | | |
|  |  | **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** |  |
|  |  | **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** |  |
|  |  | **Resource Management –** Validation of SFA compliance with overall financial health of the school food service account |
| Finding Detail: | | |

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|  |  | **Other**   * **Reporting and Recordkeeping** * **Afterschool Snack** |
| Finding Detail:   * Reporting and Recordkeeping-Upon review, it was found that the requirements for production and menu records are not met. * Afterschool Snack-Monitoring of the Afterschool Snack Program has not been conducted according to requirements. | | |

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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
| |  |  | | --- | --- | |  |  |  * Sponsor provided all review information electronically and in a timely manner. |