

**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: Erie Catholic Preparatory School DBA Mother Teresa Academy**

**School Agreement Number: 205-25-001-2**

**Date of Administrative Review (Entrance Conference Date): May 1, 2019**

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

[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:1. The Sponsor did not provide training annually, or as needed to cashiers and classroom teachers who are responsible for counting and claiming meals.
2. During the breakfast observation, meals are not counted and claimed correctly. Rosters are not marked correctly. Some students are permitted to mark the breakfast roster.
3. During a review of breakfast rosters for the test month of March 2019, it was determined that the School Food Authority (SFA) made counting and claiming errors for the test month. Problems include: Math and consolidation errors are made, Classroom Teachers allowed students to mark the roster, and Some teachers mark the roster incorrectly.
4. During a review of lunch rosters for the test month of March 2019, it was determined that the School Food Authority (SFA) made counting and claiming errors for the test month. Problems included math and consolidation errors
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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. Incomplete meals were identified during the breakfast observation. Breakfasts were claimed for this "serve only" site that had missing components. Students were not required to take all components.
2. During the review, it was determined that the SFA does not complete breakfast or lunch production records per requirement. The SFA uses an outdated form that only includes a date and a menu (generically) and enters no quantities or any other required information.
3. During the breakfast observation, the SFA did not offer a required choice of milk. Students received one type of milk (1% white) for breakfast.
4. Planned menu quantities did not meet the meal pattern requirements for the review period of March 4,2019, for the age/grade group being served. During both the test week and during the meal observation, it was identified that the students were not receiving all vegetable sub-groups.
5. During the lunch observation, meals observed and counted for reimbursement for the day of review did not contain all the required meal components. The SFA had a milk cooler located outside of the serving line after meals were counted for reimbursement. Not all students obtained the milk component in this “serve only” program and therefore were incomplete. Prior to lunch, a request was made by the State Agency to move the milk cooler in order to ensure students received all required meal components. The SFA did not meet the request prior to serving the students.
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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 March 4,2019, 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. The planed quantities entered in the software were not reasonable compared to the meals that were claimed for reimbursement. In addition, the SFA did not include all required components to meet the meal pattern requirements.
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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:1. The local education agency (LEA) did not provide a copy of their local school wellness policy or a link to locate the policy on-line.
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| [ ]  | [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: |

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| [x]  | [ ]  | **Other** |
| Finding Detail:1. Monitoring of the After-school Snack Program has not been conducted.
2. Math and consolidation errors were found when the afternoon snack meal counting documentation was reviewed for the test month of March 2019.
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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
| 1. New Sponsor is receptive to all areas of Technical Assistance.
2. FS Staff members are attentive to the needs of all participants.
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