

**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: Forbes Road Career & Technical Center**

**School Agreement Number: 103-02-380-7**

**Date of Administrative Review (Entrance Conference Date): 1-17-2019**

**Date review results were provided to the School Food Authority (SFA): 2-8-2019**

**General Program Participation**

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

[ ]  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?

[ ]  Yes [x]  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:* No written agreement, such as PDE029, defining certification of benefits responsibilities between Forbes Road CTC and sending schools was available for review.
* Not all applications selected for review were approved correctly. Some applications were approved that did not include the last four digits of the social security number of an adult household member. The missing information was obtained prior to the exit conference.
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| [ ]  | [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**
 |
| **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:  |
| [ ]  | [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: |

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| 1. **School Nutrition Environment**
 |
| **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:  |

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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: |

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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
| * The Sponsor was organized and prepared for the on-site visit. Any requests for additional information were quickly addressed.
* 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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