

**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: Mariana Bracetti Academy CS**

**School Agreement Number: 126-51-348-0**

**Date of Administrative Review (Entrance Conference Date): January 30, 2020**

**Date review results were provided to the School Food Authority (SFA): January 30, 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)

[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: |
| [ ]  | [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 breakfast test month POS (point of service) documents do not match the PEARS claim resulting in an over-claim for the test month November 2019. The SFA (School Food Authority) serves breakfast in the classroom for the kindergarten classrooms and utilizes participant full name specific classroom rosters as the meal count roster document for tracking breakfast meals per person. Consistently throughout the test month, several classrooms would have a total sum of breakfast meals but missing an indicator such as a check mark, hash mark, etc., to validate reimbursable meals per participant. The Field Advisor was unable to validate the meal count roster documents that were missing critical information such as the indicator of a check mark. The SFA also served breakfast in the cafeteria and utilized a different meal count document for cafeteria meals documented at the POS and math errors were discovered.
2. The School Food Authority served lunch in the cafeteria and implemented a process for certain grades to be entered into the electronic POS (point of service) whereas other grade participants were documented at the POS using a manual meal count document. Reviewing the POS manual meal count documentation for lunch, math errors were discovered resulting in an over-claim for the test month November 2019.
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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:  |
| [ ]  | [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**
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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:1. The SFA (School Food Authority) sells a variety of ala cart snacks throughout middle and high school grades and does not meet the smart snack standards. Ala cart snacks that were being sold to the middle and high school participants included 16oz 100% apple juice. The SFA also sold a variety different flavored 16oz diet teas to the middle school participants.
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| [ ]  | [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:1. The School Food Authority (SFA) purchased equipment with a unit cost of $5,000 or greater during the 2013-2014 school year without submitting a Capital Expenditure Request to receive approval prior to the purchase of that equipment.
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| [x]  | [ ]  | **Other** |
| Finding Detail:1. The School Food Authority failed to conduct monitoring for the After-School Snack Program within the first four (4) weeks of operation.
2. The After-School Snack Program test month POS (point of service) documents do not match the PEARS claim resulting in an over-claim for the test month November 2019. The SFA (School Food Authority) utilizes participant full name specific classroom rosters as the meal count roster document for tracking after school snack meals per person. Consistently throughout the test month, several classrooms would have a total sum of breakfast meals but missing an indicator such as a check mark, hash mark, etc., to validate reimbursable meals per participant. The Field Advisor was unable to validate the meal count roster documents that were missing critical information such as the indicator of a check mark. In addition, the SFA incorrectly reported the total number of After School Snack operating days on the test month claim in PEARS.
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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
| * The SFA is very organized and helpful throughout the SNP AR, off-site and on-site. SFA work diligently to correct certain areas off-site prior to the day of review. Meals were fresh and presentable, and participants enjoyed the meals observed. Great teamwork observed amongst staff throughout the meal periods.
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