

**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: Montoursville Area School District**

**School Agreement Number: 117-41-510-3**

**Date of Administrative Review (Entrance Conference Date): November 19, 2019**

**Date review results were provided to the School Food Authority (SFA): November 19, 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?

[ ]  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:1. Review of the direct certification notification letter during the onsite Administrative Review on November 19, 2019, revealed that the Sponsor failed to ensure all required information is included in it. The notification letter does not clarify eligibility that free meal benefits extend to all school-aged children in the household and does not inform households of how to notify the Sponsor of any additional school-aged children in the household not listed on the notification.
 |
| [ ]  | [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. Review of the edit check worksheet and the claim submitted to the State Agency during the on-site Administrative Review of November 19, 2019, revealed that the Sponsor failed to claim breakfast and lunch meals without error due to inaccurate counting and/or claiming procedures for the test month of September 2019. The Sponsor used the middle school edit check worksheet data to claim the high school meals and the high school edict check worksheet data to claim the middle school meals.
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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:1. The local school wellness policy has not been updated to reflect current requirements for public transparency and participation in the wellness policy process and does not include the minimum required elements.
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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:1. The School Food Authority (SFA) does not have a written internal control policy in place to ensure only allowable costs are charged to the Nonprofit School Food Service Account (NSFSA).
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| [ ]  | [ ]  | **Other** |
| Finding Detail: |

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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
| * The Sponsor was readily available to answer questions and concerns.
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