

**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: Propel CS-Homestead**

**School Agreement Number: 103-02-000-2**

**Date of Administrative Review (Entrance Conference Date): 11-13-2019**

**Date review results were provided to the School Food Authority (SFA): 11-21-2019**

**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

[x]  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:* During the Off-Site Review, an incorrect counting and claiming system was identified, specifically, utilizing dry erase boards to temporarily record point of service meal counts for Kindergarten & 1st grade students.  During the On-Site Reviews, approvable meal count systems were observed by the Advisors.
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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: * Not all breakfast meals observed and counted for reimbursement for the day of review contained all of the required meal components. Specifically, two (2) meals were missing the fruit component.
* Bundled entrée - students at Pitcairn were allowed to take a Bagel & Belly Bears - however, as indicated in the Nutrient Analysis and on the production records, the Belly Bears are bundled with the cereal, therefore students should only be allowed to select the belly bears with the cereal or under offer versus serve take only the belly bears or the cereal. The bagel, by itself, was considered the other option under the entrees.
* The Breakfast Nutrient Analysis could not be validated for the test week of September 9, 2019 through September 13, 2019
* Lunch Nutrient Analysis could not be validated for the test week of September 9, 2019 through September 13, 2019.
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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: * Offer versus Serve (OVS) is not being implemented correctly. Foodservice staff required students to take an additional food item when the student had selected a reimbursable meal. Specifically, requiring the student to take a milk.
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| [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:* Crediting errors were identified in the following recipes from the Test Week: Fish Sticks, Swedish Meatballs, Walking Taco, Chef Salad, Sweet Potato Casserole, Chef Salad w/Turkey. The flavored milks in the analysis are FF where as the menu indicates they're all 1%.

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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:* Upon review of the Food Safety requirements, it was found that a second Food Safety Inspection was not requested during the prior School Year for the following sites: Pitcairn, East & Northside Elementary.
* Food Safety Checklist not completed daily as indicated in the HACCP Plan. Share Table procedures need to be part of the HACCP Plan where applicable. Food Safety Plan is not site specific.
* Bare hand contact with ready to eat foods, specifically, ungloved hand to hot dog buns.
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| [ ]  | [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: * Lunch Nutrient Analysis could not be validated for the test week of September 9, 2019 through September 13, 2019.
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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:* The School Food Authority (SFA) did not properly record State and Federal reimbursements to the Nonprofit School Food Service Account (NSFSA) during the 2018-2019 School Year (SY).
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| [x]  | [ ]  | **Other*** Reporting and Recordkeeping
* Water
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| Finding Detail:* Reporting and Recordkeeping-Production Records from the Test Week of September 9, 2019 - September 13, 2019 do not contain the required information. This review was expanded to the Test Month and found to be systemic.
* Water-Free potable water is not available to students for lunch and for breakfast.
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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
| * Staff were readily available & proactive in corrective action efforts.
* Sponsor staff was receptive to suggestions & guidance.
* Pitcairn FFVP-Teacher provided an excellent, thorough educational component to the program.
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