

**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: Yellow Breeches Education Center**

**School Agreement Number: 315-21-000-6**

**Date of Administrative Review (Entrance Conference Date): December 17, 2019**

**Date review results were provided to the School Food Authority (SFA): December 18, 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)

[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. During the day of review some classes (grade groups) had an "out day" ; this happens when the students eat lunch off site and are served a bagged lunch. During the breakfast meal service, the Teacher responsible for marking the meals for the Jr High boys group marked the kids who ordered a lunch but also marked the column that the students received a lunch prior to the lunch service. The meals were marked in the computer system prior to the point of service and before the students received their meal. The meal count entered was based on the lunches ordered.
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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: 1. During the breakfast meal service for the middle school boys, the Teachers had certain meal items grouped together ( juice, power ball and cereal) on the serving table along with the share basket as the students approached the serving table they selected what they wanted while tossing items in the share basket as the students walked away, some did not leave the serving table with a reimbursable meal which would have to include 1/2 cup fruit or vegetable.
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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: 1. During the breakfast meal service for the boy’s group, there were three circle areas and three different rooms where the students ate. The students all ate by age/grade group (Middle school, Jr high and Sr High) each group (room) served the food differently. The middle school teachers bundled the juice, cereal and power ball together and had the milk separate. The students came up, picked from the bundle what they wanted and put unwanted food in the share basket at the same time the meals were marked. I few students did not end up with a reimbursable meal as the end result. The initial selection process must be more transparent.

The Jr High school teacher handed all of the meals items to the students; another teacher marked the meal in the computer system and the student put the meal items he did not want in the share basket. This process does not allow the student the opportunity to choose their meal items.During the lunch meal service for the middle school boys group and the High School boys group, the teachers put all of the meal items on the trays and set the trays on the serving line for the students to pick up along with their milk. This process did not allow the student an opportunity to choose their meal items.1. There was not any signage posted in the cafeteria during the breakfast or lunch meal service showing what constitutes a reimbursable meal.
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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: |

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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:1. The Yellow Breeches Harrisburg location has one walk in refrigerator and one walk in freezer unit on site; the staff was only documenting temperatures on the walk-in refrigerator. No temperature logs were being maintained on the walk in Freezer unit.
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| [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: |

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| [ ]  | [ ]  | **Other** |
| Finding Detail: |

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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
| * The Sponsor completed the off-site Questions for 1200 -Professional Standards completely. PDE did not need to request any additional documentation or clarification. Well done!
* The SFA was very accommodating throughout the review process and provided additional information when requested. This included faxing documents to the on-site review to expedite the review process
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