

**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: Young Scholars of Central PA Charter School**

**School Agreement Number: 110-14-000-1**

**Date of Administrative Review (Entrance Conference Date): January 22, 2020**

**Date review results were provided to the School Food Authority (SFA): January 22, 2020**

**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?

[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:1. Review of Income Eligibility Applications (IEA's) during the Administrative Review of January 22, 2020, revealed that the Sponsor did not approve all eligibility applications correctly. The Sponsor extended benefits to students despite application errors.
2. Review of Income Eligibility Applications (IEA's) during the on-site Administrative Review on January 22, 2020, revealed that the correct conversion factors were not used when processing applications that indicated more than one income. The Sponsor consistently converted all income reported by households to monthly income. Because of this, some households were extended incorrect benefits to participants. Interview with the Primary Contact on the above noted date revealed that she converted all reported income on IEA's as monthly to meet the requirements of the Sponsor's point of sale program called "Power School".
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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: 1. Review of verification documents during the on-site Administrative Review on January 22, 2020, revealed that the Sponsor failed to verify the correct number of applications for school year 2019-20. The Sponsor verified three income eligibility applications (IEA's) but should have only verified one.
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| [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 documentation and interview with the Primary Contact during the on-site Administrative Review on January 22, 2020, revealed that the Sponsor did not provide training annually or as needed to cashiers and substitute cashiers. The Sponsor failed to train teachers serving meals to participants and claiming at the point of sale on the day of review.
2. Review of edit check worksheets during the on site administrative review on January 22, 2020, revealed that they do not match what the Sponsor claimed for the test month of 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:1. The local school wellness policy does not include the minimum required elements and does not reflect current requirements for public transparency and participation in the wellness policy process.
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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: 1. Review of documentation and interview with the Primary Contact during the on-site Administrative Review on January 22, 2020, revealed that the Sponsor did not provide the annual Civil Rights training for all the appropriate staff. The Sponsor only provided civil rights training to the Primary Contact despite several teachers counting meals and serving students reimbursable meals.
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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** |
| * Friendly staff, clean service area.
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