

**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 McKeesport Charter School**

**School Agreement Number: 103-02-036-8**

**Date of Administrative Review (Entrance Conference Date): June 10, 2020**

**Date review results were provided to the School Food Authority (SFA): August 20, 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

[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?

[ ]  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: |
| [ ]  | [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:* Sponsor Site application indicates 'Serve Only', Breakfast Production Records provided indicate students may decline up to one food items/component offered.
* The Sponsor does not conduct a daily edit check for each meal service. Data comparisons to determine the reasonableness of the meal counts are not carried out.
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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: * The production records and/or other supporting documentation (SPECIFY) for the review period of (Week of March 9th through March 13th) indicated that the required quantities of meal components were not available for the age/grade groups being served.
* Insufficient quantities - planned number of servings for the fruit category indicates students did not receive a full cup as required per meal pattern for Breakfast. Refer to PDE721, Meal Pattern Chart-5 Day Week (Modified to Include K-8)
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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:  |
| [ ]  | [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:* The Sponsor's written Food Safety Plan does not include the required elements. Standard operating procedures exist, however, they are not relevant to the building(s) being reviewed.
* The Sponsor or school must request food safety inspections from the responsible agency. Sufficient written documentation could be an email, letter, or fax to the appropriate authority requesting an inspection.
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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:  |

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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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| [x]  | [ ]  | **Other*** Reporting and Recordkeeping
* School Breakfast and SFSP Outreach
* Afterschool Snack
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| Finding Detail:* Reporting and Recordkeeping-During the administrative review by the State Agency, it was found that Young Scholars of McKeesport Charter School failed to provide adequate supervision of their contracted Food Service vendor, to ensure compliance with the rules and regulations of PDE and the United States Department of Agriculture (USDA). Specifically, Breakfast menu as production records reflect that students have the option to decline food offered. Under 'Serve Only' student are required to take all components in the required quantities in ordered to be claimed for reimbursement.
* School Breakfast and SFSP Outreach- The Sponsor has not performed Summer Food Service Program (SFSP) outreach.
* Monitoring of the Afterschool Snack Program has not been conducted according to requirements.
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| **COMMENDATIONS** |
| **F. Recognition of Accomplishment** |
| * Any requests for additional information were quickly addressed.
* Sponsor was receptive to provided technical assistance.
* Thank You for participating in this desk audit during this most difficult time.

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