

Administrative Review Summary

Section 207 of the HHKFA amended section 22 of the NSLA (42 U.S.C. 1769c) to require State agencies to report the final 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) require the State agency to post a summary of the most recent final administrative review results for each SFA on the State agency's publicly available website. It is the policy of the Vermont State agency to provide each SFA with review findings at the exit conference.

School Food Authority Name: **Laraway School, Inc.**

Self-operated

Vended

Food Service Management Company (FSMC) Contract

Date(s) of Administrative Review: **March 23, 2023**

Date review summary was publicly posted: July 28, 2023

General Program Participation

1. What Child Nutrition Programs does the School Food Authority operate?

School Breakfast Program

National School Lunch Program

Fresh Fruit and Vegetable Program

Afterschool Snack

Special Milk Program

Seamless Summer Option

2. Does the School Food Authority operate under any Special Provisions? *(These provisions are an alternative to household applications for free and reduced-price meals in high poverty areas.)*

Community Eligibility Provision (CEP)

Special Provision 1

Special Provision 2

Special Provision 3

N/A

Review Findings

3. Commendations: Laraway School had a clean and organized kitchen, and food service staff have a great rapport with the students. There was a great variety of hot and cold options at breakfast.

Were any findings identified during the review of this SFA? YES NO

If yes, indicate the areas and what issues were identified in the findings review below.

REVIEW FINDINGS

A. Meal Access and Reimbursement

1. **Certification and Benefit Issuance** – Validation of the SFA certification of students' eligibility for free or reduced-price meals

YES NO N/A

Finding Detail:

2. **Verification** – Validation of the process used by the SFA to confirm selected students' eligibility for free and reduced-price meals

YES NO N/A

Finding Detail:

3. **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

YES NO

Finding Detail:

B. Meal Pattern and Nutritional Quality

1. **Meal Components and Quantities** – Validation that meals claimed for reimbursement contain the required meal components / food components and quantities

YES NO

Finding Detail: The SFA did not complete production records consistently or accurately. Production records indicated the fruit and milk components were not served during the review period. Crediting documentation was not maintained on file as required. The State agency observed multiple **repeat findings** including insufficient quantities, whole-grains, fluid milk type and vegetable subgroup. The main entrée offered at lunch on the day of review did not provide enough grain component to meet meal pattern requirements for the K-8 and 9-12

age/grade groups, the bean/pea/legume vegetable subgroup was not offered during the review period, grains offered during the day of review and review period did not meet whole-grain rich requirements, fluid milk was not offered in two varieties at breakfast and lunch on the day of review, and an unallowable milk type (unflavored 2%) was offered at breakfast and lunch during the review period.

2. **Offer versus Serve (OVS)** – Validation of SFA compliance with provision that allows students to decline some of the food components offered

YES NO

Finding Detail:

3. **Dietary Specifications and Nutrient Analysis** – Validation that meals offered to children through the school meal programs are consistent with federal standards

YES NO

Finding Detail:

C. Resource Management

1. **Resource Management** – Validation that SFA ensures the overall financial health of the school food service including non-profit food service account, paid lunch equity, revenue from non-program foods, and indirect costs

YES NO

Finding Detail: The SFA is not charging the minimum requirement of \$4.84 for an adult lunch meal during the 2022-2023 School year. The SFA is not tracking costs and revenues for nonprogram foods, including catered events.

D. General Program Compliance

1. **Civil Rights** – Validation of SFA compliance with civil rights requirements as applicable to the Child Nutrition Programs

YES NO

Finding Detail: The SFA is using an outdated USDA program discrimination complaint procedure form template.

2. **SFA On-site Monitoring** – Validation that each SFA with more than one school operating the NSLP performs required onsite reviews as specified by regulations

YES NO N/A

Finding Detail:

3. **Local School Wellness Policy and School Meal Environment**– Documentation of compliance with the established Local School Wellness Policy
YES NO
Finding Detail: The School Local Wellness Policy is outdated and does not meet minimum requirements. The SFA did not complete the Triennial Assessment of the School Local Wellness Policy or request the waiver in the 2022-2023 SNP application.

4. **Smart Snacks in School** – Validation of the SFA compliance with regulations for all food and beverages to students outside of the reimbursable meal
YES NO
Finding Detail:

5. **Professional Standards** – Validation of the SFA compliance with required hiring standards and annual training requirements
YES NO
Finding Detail:

6. **Water** – Documentation that children have access to water during the lunch and breakfast meal services
YES NO
Finding Detail:

7. **Food Safety and Storage** – Validation that schools meet food safety and storage requirements
YES NO
Finding Detail:

8. **Buy American** – Documentation that schools comply with Buy American provision and policy specified by regulation
YES NO
Finding Detail: Non-domestic products without required documentation were observed on-site at Laraway School including canned peaches from China and grape tomatoes from Mexico.

9. **Reporting and Recordkeeping** – Evidence that reports are submitted and maintained with other program records as required
YES NO
Finding Detail:

- 10. School Breakfast Program and Summer Food Service Program Outreach** – Validation that SFA informs families of the availability of breakfasts offered under the School Breakfast Program and meals offered through the Summer Food Service Program (SFSP)

YES NO

Finding Detail: The SFA did not promote the School Breakfast Program (SBP) and Summer Food Service Program (SFSP) as required.

E. Other Federal Program Reviews

- 1. The NSLP Afterschool Snack Service** – Documentation that nutritionally-balanced snacks are served, appropriate educational or enrichment activities are provided and counting and claiming is accurate

YES NO N/A

Finding Detail:

- 2. Seamless Summer Option** – Evidence that the SFA adheres to the same meal service rules and claiming procedures used during the regular school year

YES NO N/A

Finding Detail:

- 3. Fresh Fruit and Vegetable Program** – Validation that participating schools increase children's exposure to and consumption of a variety of fruits and vegetables and operate the program as prescribed

YES NO N/A

Finding Detail:

- 4. Special Milk Program** – Documentation that the SFA is operating the program in compliance with regulatory requirements and in accordance with the State Agency approved agreement

YES NO N/A

Finding Detail: