

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: Maple Run Unified School District

Self-operated

Vended

Food Service Management Company (FSMC) Contract

Date(s) of Administrative Review: November 17th, 2022

Date review summary was publicly posted: February 8th, 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

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

Finding Detail: There was one student incorrectly approved for free meals.

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

YES NO

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: There were significant and systemic errors with the breakfast and lunch meal counts at St. Albans City Elementary School and SOAR Learning Center resulting in overclaims.

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 production records for SOAR Learning Center do not indicate that students were offered milk choice or sufficient quantities of fruit and vegetable. Additional information is needed for the pre-k meals at St. Albans City Elementary School.

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: SOAR Learning Center did not have reimbursable meal signage posted and the order sheet included fruit and milk in the same category.

- 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: Milk was provided to students at no charge without a non-program source of funds to cover the cost.

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 non-discrimination statement was not up to date on a couple of documents.

- 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

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 Wellness Policy was not assessed for compliance.

- 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: At SOAR Learning Center, not all cold storage units had thermometers and the SOPs were not stored in the kitchen. At St. Albans City Elementary School, the most recent Health Inspection Report was not publicly posted and the SOPs had not been reviewed in a while.
8. **Buy American** – Documentation that schools comply with Buy American provision and policy specified by regulation
YES NO
Finding Detail: Non-domestic products were observed on-site without exception documentation on file.
9. **Reporting and Recordkeeping** – Evidence that reports are submitted and maintained with other program records as required
YES NO
Finding Detail: Meal count sheets were missing and not maintained on file for a minimum of three years plus the current year.
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:

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: There was not a balance of fruit and vegetable offerings in September 2022.

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: