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## 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: Addison Rutland Supervisory Union

Self-operated

Food Service Management Company Contract

Date(s) of Administrative Review: 1/9/18-1/10/18

Date review summary was publicly posted: 3/22/2018

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## 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

Special Provision 1

Special Provision 2

Special Provision 3

## Review Findings

### 3. Commendations:

The Child Nutrition programs for the Addison Rutland Supervisory Union are clearly a priority. It was clear that the well-being of the students within each of the schools is of the utmost importance. When a Supervisory Union can run efficiently and professionally that belief in high standards and high quality ripples through to School Administrators, teachers, staff, and most importantly students.

### 4. 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. Program 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:

A statistical sample of the free and reduced applications was reviewed. From the reviewed sample, it was identified that ten applications were missing required application information and two applications were categorized incorrectly. An evaluation of the benefit issuance/Point of Service list was conducted and compared to the master list to identify errors. One benefit issuance error was identified.

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

YES  NO

##### Finding Detail:

#### 2. 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:

The SU-wide Meal Charge Policy was last updated October 29, 2014; revisions and a plan to distribute to households annually is required. Castleton Village School and Castleton Elementary School must report separate site information to submit the claim from each of the schools daily participation report.

## **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:**

Production records at the Fair Haven Union High School need to be more detailed.

- 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:**

A la carte coffee is made available to students at Fair Haven Union High School. Meal nutrition standards require condiments to be portioned.

## **C. 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:**

As of the day of the review, there is no civil rights training documentation for The Abbey Group food service director or the administrative assistant for the Fair Haven Union High School.

- 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 committee needs to include representation from school health professionals, school board, and teachers of physical education.

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:**

Non Smart Snack Compliant snacks were being sold in the Fair Haven Union High School Store.

5. **Professional Standards** – Validation of the SFA compliance with required hiring standards and annual training requirements

YES  NO

**Finding Detail:**

Documentation of staff and their training.

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:**

There were no thermometers to monitor the milk cooler and ice cream freezer at Fair Haven Graded School.

8. **Buy American** – Documentation that schools comply with Buy American provision and policy specified by regulation

YES  NO

**Finding Detail:**

Buy American Provision Non-Compliant Products found at Fair Haven Graded School and Fair Haven Union High School:

- Ardmore juice is from a variety of countries
- Green Peppers from Mexico
- Potatoes from Canada

9. **Reporting and Recordkeeping** – Evidence that reports are submitted and maintained with other program records as required

YES  NO

**Finding Detail:**

The Abbey Group food service director is listed as the site contact for each school site in the Child Nutrition Program online reimbursement system; the actual site manager must be listed.

**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

YES  NO

**Finding Detail:**

Although the Summer Food Service Program is sponsored by Fair Haven Concerned it is necessary for the SU to promote the program by doing outreach and informing parents and caregivers.

**D. 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:**

The After School snack daily participation at Fair Haven Graded School is very low.

Onsite monitoring is not currently being conducted.

Daily attendance forms for the after school program at Castleton may overtly identify students.

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:**

The Fresh Fruit and Vegetable Program FFVP at Fair Haven Graded is occurring simultaneously with Breakfast after the Bell and had low participation.

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:**

**E. 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:**

Breakfast at all schools is \$2.50 for adults. It is strongly suggested that the price of breakfast increase to \$2.60 to ensure that the cost of meals is covered.