

School Nutrition Programs 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 School Nutrition Programs 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 School Food Authority (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 (SFA) Name: Colchester Town School District

Self-operated

Vended

Food Service Management Company (FSMC) Contract

Date(s) of Administrative Review: April 17, 2024

Date review summary was publicly posted: June 7, 2024

General Program Participation

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

1. 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

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

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

YES NO

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:

- Breakfast meals are not being taken at the Point of Service (POS) in the classrooms at Malletts Bay School.
- Meal counts for the day of review differ from the order sheets totals, what was entered into the Point-of-Sale system, and the information entered on the breakfast production records.

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 breakfast production records and recipes submitted for the week of February 5th, 2024, are missing required elements.
- There are no instructions on the recipes submitted and the measurements are inconsistent with the portion sizes.
- The yogurt parfait recipe and smoothie product formulation statement were not submitted for review.
- Mallett's Bay School serves non-co-mingled Pre-K children in the classroom and does not differentiate which meal pattern is being followed for which age/grade group on menus and production records.

- The back up documentation for the “veggie of the day” on Wednesday, 2/7/2024 was not submitted for review.
- It was observed on-site that water bottles that are included in the reimbursable are placed in the same cooler as the milk options for the day. This is considered promoting water as an alternative to fluid milk which is unallowable.

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:

- Malletts Bay has Offer versus Serve (OVS) selected in their SNP application for breakfast, however, only 3 items are being offered and students do not have the option to decline any items, they are required to take all 3 items.

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

YES NO

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

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 civil rights training submitted for review is outdated.
- There was no documentation (i.e., sign-in sheets, agenda) to show that nonfood service personnel such as teachers serving meals in the classrooms received Child Nutrition Specific Civil Rights training this year.

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

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 is missing a policy for food and beverage marketing.
- Coca Cola is being advertised in the Three Brother's Pizza logo on the lunch menu for Wednesday's.
- The SFA did not complete the Triennial assessment of the School Local Wellness Policy as required since 2017. The SFA did request to waive this requirement 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

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

YES NO

Finding Detail:

- There was no training documentation submitted for non-food service staff such as teachers doing meal counts in the classroom.

6. Water – Documentation that children have access to water during the lunch and breakfast meal services.

YES NO

7. Food Safety and Storage – Validation that schools meet food safety and storage requirements.

YES NO

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

YES NO

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

YES NO

Finding Detail:

- POS meal count documentation is not retained for three years, plus the current school 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**

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**
- 2. Seamless Summer Option (SSO) –** Evidence that the SFA adheres to the same meal service rules and claiming procedures used during the regular school year
YES **NO** **N/A**
- 3. Fresh Fruit and Vegetable Program (FFVP) –** 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 (SMP) –** 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:

This institution is an equal opportunity provider.