

## 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: Kingdom East School District

Self-operated

Vended

Food Service Management Company (FSMC) Contract

Date(s) of Administrative Review: June 5 & 6, 2024

Date review summary was publicly posted: September 27, 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:

- The claim for reimbursement at Concord School was incorrectly consolidated for lunch during the review period of January 2024.

### 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:

- PreK students are not co-mingled, and they are following the Child and Adult Care Food Program (CACFP) meal pattern, however, there is no meal pattern documentation to support the CACFP meal pattern.

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

YES  NO

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

**Finding Detail:**

- The SFA has not submitted a non-program revenue tool and the journal entry showing that the catering invoice submitted was deposited into the non-profit school food service account.

**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 has not submitted documentation to show that non-program staff such as teachers or para educators that serve and count meals and serve the Fresh Fruit and Vegetable Program (FFVP) in the classrooms received annual Child Nutrition Specific Civil Rights training.

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

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:**

- The district staff member who took over the Food Service Director role in the 2022-2023 School year did not complete an 8-hour food safety training course within the first 30 calendar days of being hired.

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

**Finding Detail:**

- There were no thermometers in the cold storage units at both Concord School and Lunenburg School. Thermometers are needed for inside all cold storage units as the outside gauges are notoriously unreliable.

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

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

**Finding Detail:**

- The SFA claimed Afterschool Snacks served in October 2023 however, the SFA was not approved to serve snack until November 29, 2023.

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

**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

This institution is an equal opportunity provider.