

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: United Christian Academy

Self-operated

Vended

Food Service Management Company (FSMC) Contract

Date(s) of Administrative Review: 10/25/2023

Date review summary was publicly posted: 01/12/2024

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	<input type="checkbox"/>
Special Provision 3	<input type="checkbox"/>
N/A	<input checked="" type="checkbox"/>

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:

- Four students were incorrectly certified.
- The benefit notification sent to households was incorrectly marked as approved for free milk.
- There were several applications incorrectly categorized.
- At the time of the review, the SFA had not requested the Direct Certification (DC) list from the State.

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:

- The application selected for verification was not selected from error prone applications.
- The application selected for verification was not verified correctly.
- The dates on the verification log worksheet did not match the dates on the letter to the household.
- The SFA did not attempt to directly certify the students selected for verification.
- The verification result letter did not indicate the result of verification.

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 consolidated counts for September 2023 do not match the point of service meal counts.

- The point of service meal count sheets overtly identified students' eligibility status.
- The POS meal count sheets for the day of review were not submitted

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: N/A

- 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: N/A

- 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: N/A

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: N/A

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: N/A

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: N/A

3. Local School Wellness Policy and School Meal Environment–
Documentation of compliance with the established Local School Wellness Policy

YES NO

Finding Detail:

- The local school wellness policy does not meet the minimum requirements

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: N/A

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

YES NO

Finding Detail: N/A

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

YES NO

Finding Detail: N/A

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

YES NO

Finding Detail: N/A

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

YES NO

Finding Detail:

- There were nondomestic products found on-site without Buy American exemption forms

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

YES NO

Finding Detail: N/A

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 documentation informing households about the Summer Food Service Program (SFSP) was not submitted for review

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: