

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: **Windsor County Youth Services**

Self-operated
Vended
Food Service Management Company (FSMC) Contract

Date(s) of Administrative Review: **March 13, 2024**

Date review summary was publicly posted: **April 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



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

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: (1) Production records were not completed consistently or accurately for the review period, and (2) vegetables from the Bean/Pea/Legume and Starchy vegetable subgroups were not offered at lunch during the review period.
- 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

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: Program and non-program staff that have duties related to the program have not completed annual 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**
Finding Detail: (1) The SFA does not make the Local School Wellness Policy available to the public, and (2) the SFA did not complete the Triennial assessment as required.
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 SFA did not have documentation on file to show that the Food Service Director has not completed required trainings hours towards professional standards in the 2023-2024 school year.
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

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 SFA did not have documentation on file to show that the Summer Food Service Program (SFSP) is being promoted as required.

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: Production records were not completed as required.

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

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