

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: Winooski School District

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

Date(s) of Administrative Review: November 1st, 2023

Date review summary was publicly posted: December 1st, 2023

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: Some teachers responsible for Breakfast in the Classroom did not receive training. During breakfast observation on the day of review, not all teachers took Point of Service (POS) meal counts. Meal count cover sheets need to be assessed.

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: Additional training is needed on CACFP Family Style requirements for pre-k teachers. The Sun Butter and Jelly sandwich offered at lunch must be provided with the cheese stick to ensure 2 ounces of meat/meat alternate.

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: Additional Offer vs. Serve training is needed for teachers responsible for Breakfast in the Classroom.

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 flagged for revenue from non-program foods and needs to complete the Non-Program Food Revenue Tool.

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 program webpage does not contain the current version of the non-discrimination statement.

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 and has not completed an assessment on the implementation of the Wellness Policy. This is a repeat finding.

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: Some of the beverages sold at the school store do not meet Smart Snacks requirements and all food and beverages sold at the school store need to be documented as Smart Snack compliant through the Alliance for a Healthier Generation's Smart Snack calculator. A study needs to be done to assess the amount of cream and sugar provided with the coffee sold to the high school students and signage is required to ensure that coffee is not sold to younger students.

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

YES NO

Finding Detail: Professional standards training hours were not tracked for the Food Service Director. An incorrect required number of hours was listed for one staff member.

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: Boxes of food were stored directly on the ground. This is a repeat finding. Dish chemicals were stored on top of boxes of food, a chest freezer was missing a thermometer, temperatures were not tracked for all cold storage units, and tongs were not provided for the selection of ready-to-eat fruit.

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

YES NO

Finding Detail: There were non-compliant products, without exception justification, observed on site.

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: School Breakfast Program outreach was not conducted.

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** – 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** – 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 was not publicized within the school.

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