



219 North Main Street, Suite 402  
Barre, VT 05641 (p) 802-479-1030 | (f) 802-479-1835

## 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 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 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 Name: **Essex Westford Educational Community Unified Union School District**

Self-operated   
Food Service Management Company Contract

Date(s) of Administrative Review: 2/5/2018 – 2/6/210

Date review summary was publicly posted: September 7, 2018

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## General Program Participation

1. 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

2. 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   
Special Provision 1   
Special Provision 2   
Special Provision 3

## Review Findings

3. Commendations: The SFA was well organized with documentation which was requested during the administrative review process. All of the processes for documenting, serving, and claiming a reimbursable meal were well organized. The relationship between the School administration and the Food Service Director is well established. The dedication to providing great food to students is clearly a passion and it is clear that the students are the SFAs priority.
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4. Were any findings identified during the review of this SFA?  YES  NO  
*If yes, indicate the areas and what issues were identified in the findings review below.*

### REVIEW FINDINGS

#### A. Program 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:**

**- Free and reduced meal application forms were modified without the State Agencies prior approval.**

**- There were 11 free and reduced meal application errors.**

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 verification process was not completed correctly.**

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 point of sale requires updating so that second meals are not allowed to be claimed for reimbursement.**

## **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:**

**- Not all the grain products and components served in the meal program were whole grain rich.**

**- Recipes need to be assessed to meet the meal pattern requirements and provide the adequate components over the course of the week.**

**- Little Ones University needs to follow the CACFP meal pattern instead of the NSLP 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**

**Finding Detail:**

- 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:**

## **C. 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 correct USDA abbreviated nondiscrimination statement is not being used on school menu program materials.**

**- The annual USDA civil rights training was not completed by all program staff**

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:**

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 was reviewed and was not fully compliant.**

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:**

**- Food and Beverages that did not meet the Smart Snack guidelines were being sold.**

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

YES  NO

**Finding Detail:**

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

YES  NO

**Finding Detail:**

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

YES  NO

**Finding Detail:**

**- The HACCP plan was not followed appropriately when meals were delivered from one location to another.**

8. **Buy American** – Documentation that schools comply with Buy American provision and policy specified by regulation  
 YES  NO   
**Finding Detail:**
9. **Reporting and Recordkeeping** – Evidence that reports are submitted and maintained with other program records as required  
 YES  NO   
**Finding Detail:**
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  
 YES  NO   
**Finding Detail:**

**D. 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:**

**E. 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:**