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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: **Milton Town School District**

Self-operated

Food Service Management Company Contract

Date(s) of Administrative Review: 4/17/2018 – 4/19/2018

Date review summary was publicly posted: **June 19, 2018**

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 kitchen staff have a very strong work ethic. It was a pleasure to work with everyone.

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:

- The staff responsible for the Benefit Issuance process at the SFA has not received the required training to successfully complete all aspects of the process.
- Application errors were observed.

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:

- Documents do not show the correct dates making it difficult to verify that the process was done on time. Original documents with correct dates were not available.

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:

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:

- **Staff at the Point of Sale were not able to identify a complete breakfast meal.**
- **Bags of baby carrots offered were not large enough to count towards the ½ cup portion of fruit or vegetable.**
- **Production records were incomplete.**
- **Signage was insufficient.**
- **There was no way to ensure the correct portions of meat, cheese and vegetables were served at the self-serve deli bar.**
- **Hamburger buns offered on the deli bar did not meet the minimum grain requirements for this age group.**
- **Two products are offered at breakfast that do not provide enough of the required components to credit as reimbursable meals.**

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:

- **The cheese sauce used for the nachos is too high in sodium.**
- **Students were using too many sugar packets and too many cream cheese single portions.**

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:

- **Staff members have not received the required 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

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 is out of date it references the WIC authorization act of 2004 instead of the Healthy Hunger Free Kids Act of 2010. The policy also needs to refer to more current smart snack 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:

- **The hot coco/ vanilla latte machine does not meet smart snack guidelines. The mixes used are too high in sugar**

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

YES NO

Finding Detail:

- **Staff have not completed all of the required professional standards hours required.**

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:

- **Temperatures for all food served to students are not being recorded, tracked, or maintained.**
- **Silverware was not stored in the appropriate upright storage containers.**

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

YES NO

Finding Detail:

- **Food products must be purchased domestically or documentation must be maintained as to why foreign products were purchased. Submit a plan for tracking and documenting compliance with this provision.**

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: