

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: Mt. Abraham Unified School District

Self-operated

Food Service Management Company Contract

Date(s) of Administrative Review: October 29&30, 2019

Date review summary was publicly posted: January 7, 2020

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

N/A



Review Findings

3. Commendations:

- The fajitas chicken, peppers, and onions at Lincoln Community School smelled so good! The smell was wafting out and greeted the reviewer the moment they got out of their car in the parking lot.
- The pre-order and meal counting procedure for Breakfast in the Classroom at Lincoln Community School is an effective process.
- The flow of the lunch line at Bristol Elementary School was very well thought out.
- Lunch at Bristol Elementary School on 10-30-19 was baked potato bar and corn bread and when the reviewers were there in the morning, the freshly baked cornbread smelled incredible.

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. 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: There was one incomplete free and reduced-price meal application.

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 Notice Letter was not in compliance. Copies of Verification Results Letters sent to households were not maintained on file.

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 SFA must establish stronger internal controls procedures for submitting a Claim 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: The component contribution section of the production records must be completed more thoroughly. There was no milk choice offered at Lincoln Community School.

- 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 Meal Modification Procedure letter sent to households must be updated.

- 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: Not all questions on On-Site Monitoring Forms were completely answered.

- 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 the nutrition guidelines for food sold during the day do not reference the SmartSnack standards.

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: Product labels must be thoroughly entered into the SmartSnack calculator and maintained with the print-offs.
5. **Professional Standards** – Validation of the SFA compliance with required hiring standards and annual training requirements
YES NO
Finding Detail: Professional standards training needs to be tracked more thoroughly.
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: Not all required food temperatures were consistently recorded and HACCP-based SOPs have not recently been reviewed.
8. **Buy American** – Documentation that schools comply with Buy American provision and policy specified by regulation
YES NO
Finding Detail: Non-domestic products were identified during the onsite review that did not have proper exception documentation.
9. **Reporting and Recordkeeping** – Evidence that reports are submitted and maintained with other program records as required
YES NO
Finding Detail: All documents were not maintained for three years, plus the current year.
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 Sumer 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: Catering revenue must be more accurately tracked.