



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: **Rivendell Interstate School District**

Self-operated

Food Service Management Company Contract

Date(s) of Administrative Review: 4/24/18

Date review summary was publicly posted: **June 21, 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 School Food Authority has a great relationship with the community. The goals and intent of the program is strengthened by a dedicated Food Service Director and a caring staff.

### 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:

- Eligibility errors were observed and corrected onsite.
- The benefit issuance master list is not maintaining the status changes of students that change from one status to another.

#### 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:

- Errors with the nondiscrimination statement on the verification materials were observed.

#### 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:**

- Meals did not contain all of the required items.
- Milk choice was not offered during breakfast.
- Too much juice was being offered in proportion to fruit.
- Meal signage showing the ½ cup required fruit or vegetable serving was missing.
- Pre-K students served in the classroom are being served the incorrect meal pattern.
- Production records, labels, menu, and menu certification worksheets are not consistent with each other.

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:**

The site application is not reflecting the most current serving practices.

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 font size of the non-discrimination statement is too small on menus.
- The incorrect USDA non-discrimination statement is used on web-based program materials .
- An incorrect “And Justice for All” poster was displayed.

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:**

- The incorrect monitoring form was used for the After School Snack Program.

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 needs to be updated.

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 vending machine located in the cafeteria was branded with noncompliant Smart Snack beverage marketing.

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:**

- Food temperatures are not being monitored and recorded.
- Storage concerns were notes.

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

YES  NO

**Finding Detail:**

- Non-compliant Buy American Provision products were identified during the observations 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:**

**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:**

- The staff was not able to identify the components of a reimbursable snack
- Concerns were noted with the counting process.

- 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:**

- No serving utensils or gloves were made available with the bowl of fruit that was prepared for the classroom.
- No Fresh Fruit and Vegetable Program promotional element was observed.

- 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:**