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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: **Southwest Vermont Supervisory Union**

Self-operated

Food Service Management Company Contract

Date(s) of Administrative Review: November 26-28, 2018

Date review summary was publicly posted: **March 18, 2019**

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:
Amanda Webber, Maureen O'Neil, and Stephanie Gates should be commended for their teamwork.
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: The SFA's Community Eligibility Provision documentation does not support the Identified Student Percentages and claiming percentages in the reimbursement system. One site was sending home free and reduced meal applications during CEP documentation.
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:
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: On-Point Elementary at Congress Street is not doing point of service meal counts and meals for that site are not tracked separately. Some meal counts at Monument were not taken at the point of service.

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: Some recipes need to be edited. Production records needed to include more information. One product was missing required product

information. Insufficient legumes were offered. Several offerings included insufficient grain or meat/meat alternate components.

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: Offer vs. Serve training at Sacred Heart must be documented. Meal signage was insufficient.

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: Some signage needs to be updated to include the current short 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

Finding Detail: On-Site Monitoring for School Year 2017-2018 was not all conducted on time, and some forms were not thoroughly completed and contained errors.

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 required components.

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: Non-compliant food was being sold to students during the school day.

5. **Professional Standards** – Validation of the SFA compliance with required hiring standards and annual training requirements
YES **NO**
Finding Detail: The Professional Standards Tracking Tool needs to be amended to include the job title of each employee.

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: Sacred Heart School does not have a food safety plan. The most recent Health Inspection Report at Monument Elementary School was not publicly posted. Minor storage violations were observed Mt. Anthony Union High School. Staff need more training on the HACCP plan.

8. **Buy American** – Documentation that schools comply with Buy American provision and policy specified by regulation
YES **NO**
Finding Detail: Exception documentation was missing for some foreign products.

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: