



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: **Washington Central Supervisory Union**

Self-operated

Food Service Management Company Contract

Date(s) of Administrative Review: January 29 – 30, 2018

Date review summary was publicly posted: **April 12, 2019**

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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 Fresh Fruit and Vegetable Program at Berlin Elementary was wonderfully engaging.
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:**

**-Several of the free and reduced applications were missing required information.**

**-The online free and reduced applications were missing a required piece of information.**

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 sample of verification applications reviewed identified one application that was incorrectly denied during the verification process.**

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:**

**- Preschool meal counting must be completed at the point of service**

- A discrepancy with the meal claims was observed for the month of review supporting documentation when compared to the claim. This did not impact the claims 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:**

-Some of the grain offerings at breakfast was not in the correct serving size.

- Recipes were incomplete and missing sufficient component details.

- Some production records were outdated and not recording the required information in sufficient detail.

- There was no reimbursable breakfast and lunch meal signage at Rumney Memorial School.

- Preschool meals served in the classroom were not following the CACFP 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:**

- Not all staff received the required Child Nutrition specific Civil Rights training.

-Menus did not have the correct short non-discrimination statements.

-Meal pattern substitutions were being made outside of the meal pattern without documentation from a licensed medical professional.

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:**

- Onsite monitoring for the previous school year was not completed for all lunch sites and 50% of the breakfast sites.

3. **Local School Wellness Policy and School Meal Environment**– Documentation of compliance with the established Local School Wellness Policy  
YES  NO

**Finding Detail:**

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 based fundraisers were occurring during school hours.

5. **Professional Standards** – Validation of the SFA compliance with required hiring standards and annual training requirements  
YES  NO

**Finding Detail:**

- The SFA was not able provide the backup documentation to support the professional development conducted for school nutrition staff.

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:**

-Staff were not wearing proper hair restraints.

-Boxes of food on floor of walk-in refrigerator and freezer.

-At Rumney, meal temperatures were not being recorded, and production record template was outdated and does not record the required information.

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

YES  NO

**Finding Detail:**

- The SFA was not in compliance with the Buy American provision documentation. Use of either exception requires 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:**

- The SFA did not promote the breakfast program outside the initial free and reduced mailing packet at the beginning of the year.

**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:**