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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: **Washington South SU**

Self-operated

Food Service Management Company Contract

Date(s) of Administrative Review: 2/15/2017 – 2/16/2017

Date review summary was publicly posted: 10/03/2017

General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in?
 - 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: Friendly staff. Good at ensuring students took fruit or vegetables.
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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: Errors occurred with carrying over eligibility and incomplete / incorrect applications. Evidence seen of students receiving an incorrect level of benefits. Applications must be complete to be approved.
- 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: An application was selected for verification that had been incorrectly approved initially; a confirmation review is required.
- 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: There are no edit checks in place to ensure that meal claims are correct.

B. Meal Patterns 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: Incorrect grain components and meat / meat alternates were observed. Recipes required modification. Meal signage should be updated to reflect reimbursable meal information.
- 2. Offer versus Serve** – Validation of SFA compliance with provision that allows students to decline some of the food components offered
YES NO
Finding Detail: At breakfast, students must be offered 4 items and take a minimum of 3. Students must have at least ½ cup of fruit or vegetable for both breakfast and lunch.
- 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: Butter with trans-fat was found. Food items must indicate zero grams of trans-fat per serving.

C. General Compliance

1. **Civil Rights** – Validation of SFA compliance with civil rights requirements as applicable to the Child Nutrition Programs

YES NO

Finding Detail: A written Civil Rights Complaint Procedure is needed. The correct non-discrimination statement was not being utilized. Mandatory training had not been completed. Old version of “And Justice for All” poster was being used.

2. **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** – Documentation of compliance with the established Local School Wellness Policy

YES NO

Finding Detail: The current Wellness Policy should be updated and made available to public.

4. **Smart Snacks** – Validation of the SFA compliance with regulations for all food and beverages to students outside of the reimbursable meal

YES NO

Finding Detail: Soda was available from vending machines during the day.

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

YES NO

Finding Detail: Staff are not on track to meet professional standards. More regular staff meetings and other training options would be beneficial.

6. **Food Safety, Storage, Buy American** – Validation that schools meet food safety and storage requirements and comply with Buy American provisions specified by regulation

YES NO

Finding Detail: Health inspection report should be posted. No food safety plan seen. Observation and logging of temperatures should be implemented with intervention if issues occur. Tongs should be added for bagels and fruit.

7. **Summer and Breakfast 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: SFA was not conducting SFSP outreach.

8. **Other** – Validation that other general areas of compliance are met including water access and required report maintenance and submission

YES NO

Finding Detail: No Direct Certification Master List was maintained.

D. 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: School did not comply with Buy American requirements.