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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: **Windham Central Supervisory Union**

Self-operated

Food Service Management Company Contract

Date(s) of Administrative Review: 5/29/18 – 5/30/18

Date review summary was publicly posted: **July 25, 2018**

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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: Newbrook Elementary School is serving delicious inspired foods with an extremely positive meal environment. Townshend Elementary School's Child Nutrition Program has an energetic hardworking manager who has created a caring food environment that also fosters great learners.
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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:**

**-There were errors in the benefit application approval process.**

**-The master lists and the benefit issuance lists from each school were inconsistent with each other.**

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 report was not completed correctly.**

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:**

**- Meals were over claimed for the month of March.**

**-At Townshend Elementary School the meal count system does not properly yield accurate counts.**

**-The salad bar is not located before the meal counting system.**

## **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:**

**-No reimbursable meal signage.**

**-Meal documentation were inconsistent and not completed correctly.**

- 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:**

**-Townshend Elementary School cannot operate “offer vs serve” and “serve” simultaneously.**

- 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 nondiscrimination statement was not present on the SFA’s Child Nutrition Program website.**

**- Not all staff has taken the annual required USDA Civil Rights training.**

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:**

**-One onsite monitoring form was not completed fully.**

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:**

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

**Finding Detail:**

**- Many staff had not meet the professional standards training requirements for the 2017-2018 school year.**

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:**

**- No equipment temperature logs were being recorded at Newbrook Elementary School.**

**- Newbrook Elementary School did not have a food safety plan.**

- At Townshend Elementary School proper HACCP practices for thawing frozen meat were not being utilized.

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

YES  NO

**Finding Detail:**

- No documentation for these exceptions was currently being maintained at either of the reviewed schools.

9. **Reporting and Recordkeeping** – Evidence that reports are submitted and maintained with other program records as required

YES  NO

**Finding Detail:**

-Findings in this area were covered in Meal Components and Quantities.

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:**

- **Newbrook Elementary Schools Fresh Fruit and Vegetable Program was missing an element of promotion to the program.**

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:**