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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 Northeast Supervisory Union**

Self-operated

Food Service Management Company Contract

Date(s) of Administrative Review: 3/22/2017-3/23/2017

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: Responsive to Corrective Action requirements.

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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: Some applications were incomplete.

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 process was incomplete; the Verification Report in the online VT-CNP System 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: Incomplete meals were served and counted.

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: Meal components noted with insufficient ounce equivalent credits; recipes have been updated.

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:

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 Compliance

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

YES NO

Finding Detail: The non-discrimination statement must be updated. All staff involved with Child Nutrition programs must receive training.

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: Monitoring is incomplete.

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

YES NO

Finding Detail:

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:

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

YES NO

Finding Detail: Required training hours have not been met or properly tracked.

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: SOPs should be customized. Food should be stored at least 6" off the floor. Buy American requirements were not met.

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:

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

YES NO

Finding Detail:

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: Inadequate documentation was available to determine if revenue generated from non-program foods was sufficient to cover costs.