

## 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: St Johnsbury Town School District

Self-operated

Vended

Food Service Management Company (FSMC) Contract

Date(s) of Administrative Review: 2/15/2023

Date review summary was publicly posted: 5/18/23

### 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 (CEP)

Special Provision 1

Special Provision 2

Special Provision 3

N/A

## Review Findings

3. Commendations: Carolee does a wonderful job of utilizing her USDA Foods and purchasing local Vermont foods. The salad bar was enjoyed by students and faculty. It is evident the food service staff works hard to create good food and a nice atmosphere for students to enjoy their meals.

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 notification informing households that the school operates the Community Eligibility Provision was not submitted for review.

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:**

- The December claim for reimbursement did not align with the backup documentation.
- PreK meals are not being recorded at the point of service.
- Meal counts for the day of review were not submitted for review

#### 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:**

- PreK students are not co-mingled and the backup documentation showing they are following the CACFP meal pattern was not available for review.
- The meal pattern documentation submitted for review was incomplete.
- At least two milk choices were not offered during breakfast.

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:**

- The SFA did not implement OVS at breakfast on the day of review.

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. 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:**

- The resource management documentation was not submitted for review.

**D. 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:**

- Staff involved in the operation and implementation have not received their annual Child Nutrition Program 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:**

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:**

- The Professional Standards Training Tracking Tool was not submitted for review.
- The backup documentation for trainings received for support staff has not submitted for review.
- Not all staff have received the necessary training hours

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:**

- Food temperatures are not being documented before, during, and after service.
- Dish machine temperatures are not being recorded.

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

YES  NO

**Finding Detail:**

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

YES  NO

**Finding Detail:**

- The Offsite Assessment Tool was not submitted for review.

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 (SFSP)

YES  NO

**Finding Detail:**

- The documentation informing households about the Summer Food Service Program was not submitted for review.

#### E. 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:**

- FFVP is not widely publicized at the school.

- The December FFVP claim for reimbursement did not align with the backup documentation.
- There were tongs or gloves used by the teacher when serving the ready to eat FFVP offering of the day.

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:**