

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: City of Fire

Date of Administrative Review (Entrance Conference Date): January 10-13, 2017

Date review results were provided to the School Food Authority: March 1, 2017

General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in? (Select all that apply)
 - School Breakfast Program
 - National School Lunch Program
 - Fresh Fruit and Vegetable Program
 - Afterschool Snack
 - Seamless Summer Option
2. Does the School Food Authority operate under any Special Provisions? (Select all that apply)
 - Community Eligibility Provision
 - Special Provision 2

Review Findings

3. Were any findings identified during the review of this School Food Authority?
 - Yes
 - No

If yes, please indicate the areas and what issues were identified in the table below.

YES	NO	REVIEW FINDINGS		
X	<input type="checkbox"/>	A. Program Access and Reimbursement		
		YES	NO	
		X	<input type="checkbox"/>	Certification and Benefit Issuance
		X	<input type="checkbox"/>	Verification
		<input type="checkbox"/>	X	Meal Counting and Claiming
		Findings Details: 1) There were 20 applications with incorrect status which resulted in an over-claim of \$1239.21. Every student that receives free or reduced price meal benefits must have source documents to support those benefits. The source documents may be in the form of correctly approved Free and Reduced Meal Applications, Direct Certification Lists, Foster, Homeless, Migrant, Head Start and Even Start lists. 2) Verification was not performed correctly. The correct number of applications and students eligible for free or reduced price meals were not used making it impossible to perform the federally required verification process accurately. Please refer to the <i>Eligibility Manual for School Meals</i> Section 6 for verification information. (This Manual can be found on the Guidance page of the Child Nutrition Unit website.)		
<input type="checkbox"/>	X	B. Meal Patterns and Nutritional Quality		
		YES	NO	
		<input type="checkbox"/>	X	Meal Components and Quantities
		<input type="checkbox"/>	X	Offer versus Serve
		<input type="checkbox"/>	X	Dietary Specifications and Nutrient Analysis
		Finding(s) Details:		
X	<input type="checkbox"/>	C. School Nutrition Environment		
		YES	NO	
		<input type="checkbox"/>	X	SFA On-Site Monitoring

		<input type="checkbox"/>	X	Local School Wellness Policy
		<input type="checkbox"/>	X	School Meal Environment
		<input type="checkbox"/>	X	Competitive Foods
		<input type="checkbox"/>	X	Smart Snacks in Schools
		<input type="checkbox"/>	X	Professional Standards
		<input type="checkbox"/>	X	Water
		X	<input type="checkbox"/>	Food Safety
		X		Storage
		X	<input type="checkbox"/>	Buy American
		<input type="checkbox"/>	X	Reporting and Record Keeping
		<input type="checkbox"/>	X	School Breakfast Program and Summer Meals Outreach
		<input type="checkbox"/>	X	Other
		<p>Finding Details: There were no Standard Operating Procedures (SOPs) regarding transporting and receiving food safely from the food service vendor.</p>		
X	<input type="checkbox"/>	<p>D. Civil Rights</p> <p>Finding(s) Details: 1) The district does not have the correct USDA Non-Discrimination Statement posted on the public website as described in Commissioner’s Memo CNU-16-019 2) It was observed at the time of the review that there was old, moldy, and fermented fruit in the refrigerator. This produce dates documented were a month old. 3) There was a server that had long finger nails serving foods from the line without proper gloves. 4) Food items purchased with child nutrition funds must meet Buy American requirements as outlined in Commissioner’s Memo CNU-16-039 (attached). Buy American justification forms and documentation were not available for items that were from non-domestic sources.</p>		
<input type="checkbox"/>	X	<p>E. Other</p> <p>Finding(s) Details:</p>		