

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: England School District

Date of Administrative Review (Entrance Conference Date): October 25, 2018

Date review results were provided to the School Food Authority: November 30, 2018

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

REVIEW FINDINGS				
A. Meal Access and Reimbursement – Performance Standard 1				
YES	NO		Technical Assistance	Corrective Action
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certification and Benefit Issuance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verification	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Counting and Claiming	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Charge Policy and Unpaid Meal Procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Findings:				
<ol style="list-style-type: none"> 1. High probability and low probability labeled students on the Direct Certification list are not being entered into the Direct Certification portal for confirmation. 2. The current procedure for capturing an accurate number of adult meals is insufficient. There is no confirmation procedures in place to ensure all the listed adult names actually come into the cafeteria to receive a meal. 				
B. Meal Patterns and Nutritional Quality				
YES	NO		Technical Assistance	Corrective Action
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Offer versus Serve	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dietary Specifications and Nutrient Analysis	<input type="checkbox"/>	<input type="checkbox"/>
Findings:				
<ol style="list-style-type: none"> 1. It is undetermined if the Child and Adult Care Food Program (CACFP) meal pattern is being followed. Also, there is no separate menu or production record documentation to validate if pre-k is being served compliant meal items. 2. The completion of the certification tool for the menu section of the review revealed: <ul style="list-style-type: none"> -Four days of breakfast meals did not meet the federal meal pattern requirements for the fruit contribution requirement. The K-12 breakfast meal pattern minimum is 1 cup of fruit per day. -All five days of lunch, meals did not meet the federal meal pattern requirements for the fruit contribution requirement. Based on production records, no fruit was served on Monday, Tuesday, or Thursday. Wednesday and Friday are showing ¼ cup of fruit was served each day. The daily fruit meal pattern minimum is ½ cup for K-8. -All five days of lunch, meals did not meet the federal meal pattern requirement for the vegetable contribution. Based on production record documentation, there were a total of 10 meal options offered the entire week. 8 out of the 10 meal options did not meet the daily vegetable meal pattern minimum of ¾ cup for K-8. 				
C. General Program Areas				
YES	NO		Technical Assistance	Corrective Action
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Resource Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Civil Rights	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

<input type="checkbox"/>	<input checked="" type="checkbox"/>	SFA On-Site Monitoring	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Smart Snacks in Schools	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Professional Standards	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Water	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Food Safety, Storage, and Buy American	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reporting and Record Keeping	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	School Breakfast Program and Summer Meals Outreach	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	After School Snack	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Seamless Summer	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fresh Fruit and vegetable Program	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>

Findings:

1. The required documentation that must be kept in order to claim meals outside of the meal pattern given to students with special dietary needs is not retained.
2. The district's procedures for accommodating students/households with limited English proficiency was unavailable at the time of review.
3. The Wellness Committee showed to have met on September 7, 2018, but there were no sign-in sheets to validate this meeting.
4. Thermometer calibration records were not available for observation at the time of review.
5. Revenue reported on the claim for reimbursement did not match reports from the district's APSCN financial system.
6. Documentation of Summer Feeding outreach was not available at the time of review.