

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Hermitage School District

**Date of Administrative Review (Entrance Conference Date):** October 16, 2017

**Date review results were provided to the School Food Authority:** November 3, 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"/>	<b>A. Program Access and Reimbursement</b>		
		<b>YES</b>	<b>NO</b>	
		<input type="checkbox"/>	x	Certification and Benefit Issuance
		<input type="checkbox"/>	x	Verification
		x	<input type="checkbox"/>	Meal Counting and Claiming
		<input type="checkbox"/>	x	Charge Policy and Unpaid Meal Procedures
		Finding(s) Details: 1) The preschool meals, which are part of the National School Lunch Program, were sent to the building without an accurate point of service meal count or roster of students receiving the meals.		
x	<input type="checkbox"/>	<b>B. Meal Patterns and Nutritional Quality</b>		
		<b>YES</b>	<b>NO</b>	
		<input type="checkbox"/>	x	Meal Components and Quantities
		<input type="checkbox"/>	x	Offer versus Serve
		x	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis
		Finding(s) Details: 1) Production records were not completed accurately in accordance with 7 CFR 210.10 (a) (3) <i>Production and menu records</i> . Schools or school food authorities, as applicable, must keep production and menu records for the meals they produce, serve to students and claim for reimbursement. These records must show how the menu offered contribute to the required food components and food quantities for each age/grade group every day. Items were not credited correctly according to the CN label, product formulation statement and/or <i>Food Buying Guide</i> .		

		2) Federal regulation requires that signage or other methods are used to assist students in identifying reimbursable meals at or near the beginning of the serving line. See 7 CFR 210.18(B)(1). The high school had signage on the TV in the cafeteria, but none as they enter the line for breakfast or lunch.		
x	□	<b>C. School Nutrition Environment</b>		
		<b>YES</b>	<b>NO</b>	
		<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
		<input type="checkbox"/>	x	Storage
		x	<input type="checkbox"/>	Buy American
		X	<input type="checkbox"/>	Reporting and Record Keeping
		<input type="checkbox"/>	x	School Breakfast Program and Summer Meals Outreach
		<input type="checkbox"/>	<input type="checkbox"/>	Other
Finding(s) Details:				
1) The SFA's completed on-site review monitoring form indicated the Standard Operating Procedures (SOPs) are accurate and available for staff to use. However, it was observed at the time of the review the high school staff were not following the SOPs, especially with regard to time and temperature control of foods prepared. The procedures outlined in the SOPs were not updated and were not being used.				
2) Food items purchased with Child Nutrition funds, as well as USDA Foods (Commodities), must meet Buy American requirements as outlined in <b>Commissioner's Memo CNU-18-009</b> . Non-domestic products were observed in the site storeroom without a completed Justification form on file for review. The Buy American Justification form, must be completed and available for review for each non-domestic food item purchased with child nutrition funds.				
3) The APSCN financial report had coded adult meals served to preschool teachers and adults as other cash income rather than adult meal income				
4). The September claim for reimbursement was not accurate with regard to revenues received during the calendar month of September.				