

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Horatio School District

**Date of Administrative Review (Entrance Conference Date):** January 30, 2018

**Date review results were provided to the School Food Authority:** February 9, 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

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>	
		X	<input type="checkbox"/>	Certification and Benefit Issuance
		<input type="checkbox"/>	X	Verification
		<input type="checkbox"/>	X	Meal Counting and Claiming
		<input type="checkbox"/>	X	Charge Policy and Unpaid Meal Procedures
		Finding(s) Details: 1) One household application for free and reduced price school meals was determined incorrectly. The student was determined to be reduced and should have been free.		
X	<input type="checkbox"/>	<b>B. Meal Patterns and Nutritional Quality</b>		
		<b>YES</b>	<b>NO</b>	
		X	<input type="checkbox"/>	Meal Components and Quantities
		<input type="checkbox"/>	X	Offer versus Serve
		<input type="checkbox"/>	X	Dietary Specifications and Nutrient Analysis
		Finding(s) Details: 1) Production records were not completed correctly in accordance with 7 CFR 210.10 (a)(3). Schools or school food authorities, as applicable, must keep production and menu records for the meals they produce. These records must show how the meals offered contribute to the required food components and food quantities for each age/grade group every day. For 3 days in the review month when the district employees adjusted the amount of servings planned by the menu planner, the amounts of ingredients were not updated to reflect what was actually being used. For 10 days of the review month the amount of meals recorded as served added up to a higher total than the total number of meals.		

<input type="checkbox"/>	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
		<input type="checkbox"/>	X	Food Safety
		<input type="checkbox"/>	X	Storage
		<input type="checkbox"/>	X	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
Finding(s) Details:				
<input type="checkbox"/>	X	<b>D. Civil Rights</b>		
		Finding(s) Details:		
<input type="checkbox"/>	X	<b>E. Other</b>		