

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Huntsville School District

**Date of Administrative Review (Entrance Conference Date):** March 27, 2018

**Date review results were provided to the School Food Authority:** April 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		<b>A. Program Access and Reimbursement</b>	
		<b>YES</b>	<b>NO</b>
		X	Certification and Benefit Issuance
			X
			Verification
			X
			Meal Counting and Claiming
			X
			Charge Policy and Unpaid Meal Procedures
		Finding(s) Details:	
		1) Of the 525 source documents reviewed, five household applications for free and reduced price school meals were missing the social security number.	
	X	<b>B. Meal Patterns and Nutritional Quality</b>	
		<b>YES</b>	<b>NO</b>
			X
			Meal Components and Quantities
			X
			Offer versus Serve
			X
			Dietary Specifications and Nutrient Analysis
		Finding(s) Details:	
X		<b>C. School Nutrition Environment</b>	
		<b>YES</b>	<b>NO</b>
		X	SFA On-Site Monitoring
			X
			Local School Wellness Policy
			X
			School Meal Environment
			X
			Competitive Foods
			X
			Smart Snacks in Schools
			X
			Professional Standards
			X
			Water
			X
			Food Safety
			X
			Storage

		X	Buy American
		X	Reporting and Record Keeping
		X	School Breakfast Program and Summer Meals Outreach
		X	Other
		Finding(s) Details: 1) <b>Finding:</b> The on-site review was not completed for the breakfast program. Please see <b>Commissioner’s Memo CNU-17-020: Required On-Site Review of Child Nutrition Programs</b>	
	X	<b>D. Civil Rights</b>	
		Finding(s) Details:	
X		<b>E. Other</b>	
		Finding(s) Details: 1) Non-program foods are any foods sold outside of s reimbursable meal. This would include a la carte food sales. USDA requires documentation to ensure the child nutrition program is recovering all costs associated with non-program foods. At the time of the review, there were four a la carte items that need a price increase. Please see <b>Commissioner’s Memo FIN-15-044 (attached)</b> for more information regarding non-program food costs.	