

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Monticello School District

Date of Administrative Review: April 15, 2019

Date review results were provided to the School Food Authority: May 3, 2019

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 type="checkbox"/>	Certification and Benefit Issuance	✓	✓
✓	<input type="checkbox"/>	Verification	✓	✓
✓	<input type="checkbox"/>	Meal Counting and Claiming	✓	✓
<input type="checkbox"/>	<input type="checkbox"/>	Charge Policy and Unpaid Meal Procedures	<input type="checkbox"/>	<input type="checkbox"/>
Findings:				
1) Some of the meal applications went beyond the ten days that USDA allows for approval. It is a best practice for the determining official to date stamp the meal applications when they are received for processing. The ten days begins at this time. 2) One household provided their tax return as proof of income. This is not an acceptable proof of income. 3) Monticello School District provides meals to a neighboring Community Eligibility Provision school district. Incorrect claiming percentages were applied when claiming these meals.				
B. Meal Patterns and Nutritional Quality				
YES	NO		Technical Assistance	Corrective Action
<input type="checkbox"/>	✓	Meal Components and Quantities	<input type="checkbox"/>	<input type="checkbox"/>
✓	<input type="checkbox"/>	Offer versus Serve	<input type="checkbox"/>	✓
✓	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis	✓	✓
Findings:				
1) The high school is not implementing Offer vs. Serve correctly. This is a requirement for the 9-12 age/grade groups and a best practice for the lower grades. 2) Non-whole grain corn chips were being used at the high school for the menu. At this time, these are not creditable. All items must be whole-grain rich. For the 2019-2020 school year, the requirement has been changed in that only one half of the grain items must be whole grain rich. These items would be acceptable for the 2019-2020 school year.				
C. General Program Areas				
YES	NO		Technical Assistance	Corrective Action
<input type="checkbox"/>	✓	Resource Management	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	✓	Civil Rights	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input checked="" type="checkbox"/>	SFA On-Site Monitoring	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local School Wellness Policy	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reporting and Record Keeping	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	School Breakfast Program and Summer Meals Outreach	<input type="checkbox"/>	<input 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"/>