

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Responsive Education Solutions School District

Date of Administrative Review (Entrance Conference Date): January 8, 2018

Date review results were provided to the School Food Authority: January 16, 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"/>	A. Program Access and Reimbursement <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 10%;">YES</th> <th style="width: 10%;">NO</th> <th style="width: 80%;">FINDING</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Certification and Benefit Issuance</td> </tr> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Verification</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">X</td> <td>Meal Counting and Claiming</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">X</td> <td>Charge Policy and Unpaid Meal Procedures</td> </tr> </tbody> </table> <p>Finding(s) Details:</p> <ol style="list-style-type: none"> 1) There were four (4) students who had been given an eligibility status of free from Direct Certification, however upon review there were no source documents for these 4 students. 2) Each school within the district has not accessed the Direct Certification portal the required number of times to meet requirements. 3) Categorically eligible lists (migrant, homeless, foster children, Head Start, Even Start) were only signed and not dated. 4) Two (2) students who are foster based on application and were coded as '4' on the e-School roster. 	YES	NO	FINDING	X	<input type="checkbox"/>	Certification and Benefit Issuance	X	<input type="checkbox"/>	Verification	<input type="checkbox"/>	X	Meal Counting and Claiming	<input type="checkbox"/>	X	Charge Policy and Unpaid Meal Procedures
YES	NO	FINDING															
X	<input type="checkbox"/>	Certification and Benefit Issuance															
X	<input type="checkbox"/>	Verification															
<input type="checkbox"/>	X	Meal Counting and Claiming															
<input type="checkbox"/>	X	Charge Policy and Unpaid Meal Procedures															
X	<input type="checkbox"/>	B. Meal Patterns and Nutritional Quality <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 10%;">YES</th> <th style="width: 10%;">NO</th> <th style="width: 80%;">FINDING</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">X</td> <td>Meal Components and Quantities</td> </tr> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Offer versus Serve</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">X</td> <td>Dietary Specifications and Nutrient Analysis</td> </tr> </tbody> </table> <p>Finding(s) Details:</p> <ol style="list-style-type: none"> 1) Documentation of offer versus serve training for staff was not available at the time of review. 	YES	NO	FINDING	<input type="checkbox"/>	X	Meal Components and Quantities	X	<input type="checkbox"/>	Offer versus Serve	<input type="checkbox"/>	X	Dietary Specifications and Nutrient Analysis			
YES	NO	FINDING															
<input type="checkbox"/>	X	Meal Components and Quantities															
X	<input type="checkbox"/>	Offer versus Serve															
<input type="checkbox"/>	X	Dietary Specifications and Nutrient Analysis															

X	□	C. School Nutrition Environment		
		YES	NO	
		<input type="checkbox"/>	X	SFA On-Site Monitoring
		X	<input type="checkbox"/>	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
		<input type="checkbox"/>	X	Reporting and Record Keeping
		X	<input type="checkbox"/>	School Breakfast Program and Summer Meals Outreach
<input type="checkbox"/>	X	Other		
Finding(s) Details:				
<ol style="list-style-type: none"> 1) The Local School Wellness Committee has not met at all this school year. 2) The district does not have anyone in charge of the Wellness Committee. 3) Documentation of the Food Safety Training Plan, agenda, and sign-in sheets were not available at the time of review. 4) A non-domestic product was found in the site storeroom without a completed Buy American Justification form on file 5) Documentation of School Breakfast Program outreach was not available at the time of review. 				
X	□	D. Civil Rights		
		Finding(s) Details:		
		<ol style="list-style-type: none"> 1) Documentation of the procedures for accommodating students with special dietary needs was not available at the time of review. 2) Documentation of the procedures for accommodating students/households with limited English proficiency was not available at the time of review. 		
□	X	E. Other		
		Finding(s) Details:		