

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Two Rivers School District

**Date of Administrative Review (Entrance Conference Date):** February 21, 2017

**Date review results were provided to the School Food Authority:** March 14, 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		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>A. Program Access and Reimbursement</b>		
		<b>YES</b>	<b>NO</b>	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Certification and Benefit Issuance
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verification
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Counting and Claiming
		Finding(s) Details:		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>B. Meal Patterns and Nutritional Quality</b>		
		<b>YES</b>	<b>NO</b>	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Components and Quantities
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Offer versus Serve
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dietary Specifications and Nutrient Analysis
		Finding(s) Details:		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>C. School Nutrition Environment</b>		
		<b>YES</b>	<b>NO</b>	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	SFA On-Site Monitoring
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	School Meal Environment
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Competitive Foods
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Smart Snacks in Schools
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Professional Standards
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Water
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Food Safety
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Storage
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	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
		<p>Finding(s) Details:</p> <p>1) The Wellness Policy is not posted to the district’s website as required. In addition the district doesn’t publicly post when meetings will be held so that any stakeholder could attend the meeting if desired. It is also required to keep board minutes from committee meetings. Documentation showed that there were sign in sheets and agendas, but no minutes recorded.</p> <p>2) Food items purchased with Child Nutrition funds must meet Buy American requirements as outlined in Commissioner’s Memo CNU-16-039. During the review it was observed there were several products that were non-domestic food products.</p> <p>3) The label on the margarine being used indicated it contained trans fat. All items must indicate 0 grams of trans fat.</p> <p>4) Upon review of food storage it was observed that some items being served to meet the whole grain component of the meal pattern were not whole grain rich.</p>		
<input type="checkbox"/>	X	<p><b>D. Civil Rights</b></p> <p>Finding(s) Details:</p>		
X	<input type="checkbox"/>	<p><b>E. Other</b></p> <p>Finding(s) Details:</p> <p>1) During the review it was noted that the district was only charging \$3.25 for adult lunches and not the required \$3.50 as stated in <b>Commissioner’s Memo CNU-17-008</b>.</p>		