

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Westside Consolidated School District

Date of Administrative Review (Entrance Conference Date): March 12, 2018

Date review results were provided to the School Food Authority: March 19, 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															
✓	<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: 15%;">YES</th> <th style="width: 15%;">NO</th> <th style="width: 70%;">FINDING</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">✓</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Certification and Benefit Issuance</td> </tr> <tr> <td style="text-align: center;">✓</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;">✓</td> <td>Meal Counting and Claiming</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">✓</td> <td>Charge Policy and Unpaid Meal Procedures</td> </tr> </tbody> </table> <p>Finding(s) Details:</p> <ol style="list-style-type: none"> 1) The state agency reviewed 420 meal applications during the Administrative Review. Three (3) applications were determined incorrectly. The students' were given a free meal status but the income reported a reduced meal status. There was also one (1) application with a miscalculation due to income frequency mistake. Always ensure that the correct income frequency is being used when calculating total income. Also, check applications twice for accuracy. 2) Verification was not completed by November 15. 	YES	NO	FINDING	✓	<input type="checkbox"/>	Certification and Benefit Issuance	✓	<input type="checkbox"/>	Verification	<input type="checkbox"/>	✓	Meal Counting and Claiming	<input type="checkbox"/>	✓	Charge Policy and Unpaid Meal Procedures
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✓	<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: 15%;">YES</th> <th style="width: 15%;">NO</th> <th style="width: 70%;">FINDING</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">✓</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Meal Components and Quantities</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">✓</td> <td>Offer versus Serve</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">✓</td> <td>Dietary Specifications and Nutrient Analysis</td> </tr> </tbody> </table> <p>Finding(s) Details:</p> <ol style="list-style-type: none"> 1) Frosted Flakes, Cocoa Krispies, Froot Loops, and Berry Colossal Crunch cereal did not meet the whole grain criteria. If serving, non-creditable grain items, you must offer another grain with the meal that meets the one (1) ounce equivalent daily requirement. 	YES	NO	FINDING	✓	<input type="checkbox"/>	Meal Components and Quantities	<input type="checkbox"/>	✓	Offer versus Serve	<input type="checkbox"/>	✓	Dietary Specifications and Nutrient Analysis			
YES	NO	FINDING															
✓	<input type="checkbox"/>	Meal Components and Quantities															
<input type="checkbox"/>	✓	Offer versus Serve															
<input type="checkbox"/>	✓	Dietary Specifications and Nutrient Analysis															

		Use of the non-creditable items can greatly increase food cost and is not recommended. However, this would allow using up the items and replacing them with a suitable whole grain-rich cereal.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	C. School Nutrition Environment		
		YES	NO	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	SFA On-Site Monitoring
		<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	Storage
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Buy American
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reporting and Record Keeping
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	School Breakfast Program and Summer Meals Outreach
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other
		Finding(s) Details:		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	D. Civil Rights		
		Finding(s) Details: N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E. Other – Afterschool Snack Program		
		Finding(s) Details:		
		1) Chex mix snack mix for the snack program does not meet the whole grain rich requirement.		