

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Cutter Morning Star School District

**Date of Administrative Review (Entrance Conference Date):** January 25, 2021

**Date review results were provided to the School Food Authority:** February 5, 2021

### 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	Finding	Technical Assistance	Corrective Action
✓		Certification and Benefit Issuance	✓	✓
✓		Verification	✓	✓
	✓	Meal Counting and Claiming		
	✓	Charge Policy and Unpaid Meal Procedures		

**Findings:**

- 1) Of the 272-student eligibility source documents reviewed there was one (1) application missing the income frequency. In accordance with 7 CFR 245.6(c)(4) for an application to be considered complete, this piece of information are required. Seven (7) applications exceeded the timeline limit for approval in accordance with 7 CFR 245.6(c)(6)(i).
- 2) A review of the 2020-2021 verification file indicated several verification errors:
  - The district should have pulled five (5) applications based on the number of applications on file as of October 1, 2020. However, the district only pulled four (4) applications. In accordance with 7 CFR 245.6a(c)(3) when completing standard verification 3% of all approved applications on file as of October 1<sup>st</sup> must be pulled for verification.
  - Two (2) applications selected for verification were not error prone. In accordance with 7 CFR 245.6a(c)(3)(i) applications must be selected from error prone applications.
  - The district did not complete a verification narrative. The USDA eligibility manual for school meals states that districts must maintain a description of their verification efforts. The description must include: A summary of the verification efforts including the selection process; The total number of applications on file on October 1; and The percentage or number of applications that are by November 15.
  - One (1) application was not confirmed by the confirming official. In accordance with 7 CFR 245.6a(e)(1)(i) states that prior to conducting any other verification activity, an individual, other than the individual who made the initial eligibility determination, shall review for accuracy each approved application selected for verification to ensure that the initial determination was correct.
  - Verification letters, including notification of verification and verification adverse action letters were not sent to households. In accordance with 7 CFR 245.6a(f)(1) households selected for verification must be notified in writing that their application was selected. In accordance with 7 CFR 245.6a(f)(7) the local educational agency must notify the household of any change.
  - Two (2) households did not provide documentation for all members listed on the application. In accordance with 7 CFR 245.6a(f)(4) households refusing to cooperate with efforts to verify, eligibility for free or reduced price benefits shall be terminated.
  - One (1) household was changed from free to reduced on the same day the determination was made by the verifying official based on income documentation submitted by the household. In accordance with 7 CFR 245.6a(j) Ten days advance notification shall be provided to households that are to receive a reduction or termination of benefits, prior to the actual reduction or termination.

<b>B. Meal Patterns and Nutritional Quality</b>				
YES	NO		Technical Assistance	Corrective Action
✓		Meal Components and Quantities	✓	✓
	✓	Offer versus Serve		
	✓	Dietary Specifications and Nutrient Analysis		
Findings:				
<p>1) During the month of review production records for the week of December 7-11, 2020 were reviewed.</p> <ul style="list-style-type: none"> <li>The minimum vegetable requirement was not met. Serving option one only provided students with 5/8 cup of vegetables on Tuesday and 1/2 cup of vegetables on Friday. Serving line option two only provided students with 1/2 cup of vegetables on Tuesday and Thursday. In accordance with 7 CFR 210.10 elementary students must be served a minimum of 3/4 cup of vegetables per day at lunch.</li> <li>Pre K students were served a grain-based dessert at breakfast on Thursday. In accordance with 7 CFR 226.20(a)(4)(iii). Child and adult care food program (CACFP) grain based desserts are not allowed to count toward the grain component of meals.</li> </ul> <p>Additionally, meal observations were made on January 29, 2021 and it was discovered that students who chose option two were only provided with 1/2 cup of vegetables.</p>				
1)				
<b>C. General Program Areas</b>				
YES	NO		Technical Assistance	Corrective Action
	✓	Resource Management		
	✓	Civil Rights		
	✓	SFA On-Site Monitoring		
	✓	Local School Wellness Policy		
		Smart Snacks in Schools		
	✓	Professional Standards		
	✓	Water		
	✓	Food Safety, Storage, and Buy American		
✓		Reporting and Record Keeping	✓	✓
	✓	School Breakfast Program and Summer Meals Outreach		
	✓	After School Snack		
		Seamless Summer		
	✓	Fresh Fruit and vegetable Program		
		Other:		
Findings:				
<p>1) At the time of the review, the paid lunch equity tool was not available. In Section 747 of Division B of the Further Consolidated Appropriations Act, 2020; Congress provides that SFAs with a negative balance in the nonprofit school food service account, shall be required to establish prices for paid lunches according to the Paid Lunch Equity (PLE) provisions.</p>				