

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Imboden Area Charter

**Date of Administrative Review (Entrance Conference Date):** December 8, 2020

**Date review results were provided to the School Food Authority:** December 21, 2020

### 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
✓		Certification and Benefit Issuance	✓	✓
	✓	Verification		
✓		Meal Counting and Claiming	✓	✓
	✓	Charge Policy and Unpaid Meal Procedures		
Findings:				
1) Reviewing and comparing the school district’s monthly claim to the monthly daily records indicated nine (9) free breakfast meals were under claimed and four (4) free lunch meals were under claimed.				
2) Of the 58 student eligibility source documents reviewed, the following issues were observed:				
•Three (3) applications were missing social security numbers				
•One (1) application was initially determined to be reduced, and should have been paid based on income.				
•One (1) application was initially determined as free, and should have been reduced based on income.				
•One (1) application was missing the student’s last name.				
•One (1) application was missing household size.				
B. Meal Patterns and Nutritional Quality				
YES	NO		Technical Assistance	Corrective Action
	✓	Meal Components and Quantities		
	✓	Offer versus Serve		
	✓	Dietary Specifications and Nutrient Analysis		
C. General Program Areas				
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:				
1) At the time of the review, the 2019-2020 On-Site Review was not complete.				