

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Alma School District

Date of Administrative Review (Entrance Conference Date): November 5, 2025

Date review results were provided to the School Food Authority (Exit Conference Date): November 6, 2025

High Risk Follow-up Required: ☒ Yes ☐ No

### 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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Module 1: Eligibility: Certification and Benefit Issuance	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Module 2: Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Module 3: Meal Counting and Claiming	<input type="checkbox"/>	<input type="checkbox"/>

##### Findings:

1) Upon Review of Verification documents for the 2024-2025 school year, the following errors were discovered:

- e. Verification activities were not completed by the November 15th deadline, and an extension was not requested. In accordance with 7 CFR 245.6a(b)(1), the local education agency (LEA) must complete the verification efforts not later than November 15 of each school year. In accordance with 7 CFR 245.6a(b)(2)(i), the LEA may request an extension of the November 15 deadline, in writing, from the State agency. The State agency may approve an extension up to December 15 of the current school year.
- f. The LEA was required to have verified 21 applications based on 3% of all applications approved by October 1, however it was found that only 19 were selected for verification. In accordance with 7 CFR 245.6a(c)(3)(i), the LEA is required to sample three (3) percent of all applications approved by the LEA for the school year, as of October 1 of the school year, selected from error prone applications.
- g. The verifying official did not make follow-up attempts for households who did not respond to the first notice. In accordance with 7 CFR 245.6a(f)(6), the LEA shall make at least one attempt to contact any household that does not respond to a verification request.
- h. For households where income was not provided or inadequate documentation was provided, eligibility status was not changed. Based on the verification activities, the local educational agency shall make appropriate modifications to the eligibility determinations made initially. The local educational agency must notify the household of any change. Households must be notified of any reduction in benefits in accordance with 7 CFR 245.6a (j). Households with reduced benefits or that are longer eligible for free or reduced price meals must be notified of their right to reapply at any time with

documentation of income or participation in one of the eligible programs in 7 CFR 245.6a (a)(1).

**B. Meal Patterns and Nutritional Quality**

YES	NO		Technical Assistance	Corrective Action
<input type="checkbox"/>	x	Module 4: Meal Components and Quantities	<input type="checkbox"/>	<input type="checkbox"/>

**C. General Program Areas**

YES	NO		Technical Assistance	Corrective Action
<input type="checkbox"/>	x	Module 5: Wellness	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	x	Module 5: Smart Snacks	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	X	Module 6: Food Safety and Storage	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	X	Module 7: Hiring and Professional Standards	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	X	Module 8: General Area	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	X	Module 9: Afterschool Snack	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	X	Module 10: Fresh Fruit and Vegetable Grant Program	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	x	Module 11: Food Service Management Company	<input type="checkbox"/>	<input type="checkbox"/>