

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Dover School District

Date of Administrative Review (Entrance Conference Date): 11/18/2025

Date review results were provided to the School Food Authority (Exit Conference Date): 11/19/2025

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

1. **Finding (Module 1 - Eligibility):** Verification of applications identified one systematic error. The system allowed a parent to select a categorical eligibility status but were not listed on any categorical list. In accordance with 7 CFR 245.6(c)(4) When a household submits an application containing complete documentation, and the household's total current income is at or below the eligibility limits specified in the Income Eligibility Guidelines the children in that household must be approved for free or reduced-price benefits, as applicable. Households with total gross income above the Income Eligibility Guidelines must be denied or paid.

#### B. Meal Patterns and Nutritional Quality

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

2. **Finding (Module 4 - Meal Pattern and Nutritional Quality):** Upon review of the meal service observations at Dover Middle School, it was found that Offer Versus Serve (OVS) was not being implemented correctly. Staff were pre-plating certain meal components rather than allowing students to make their own selections as required under OVS; In accordance with 7 CFR 220.8(e) and 7 CFR 210.10(e), under offer versus serve:
  - a. At breakfast, students must be allowed to decline at least 1 component.
  - b. At lunch, a reimbursable meal must include at least 3 of the 5 required components, and students must select at least  $\frac{1}{2}$  cup of either the fruit or vegetable component.

#### C. General Program Areas

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

3. **Finding (Module 8 - General Areas):** Upon review of the district's Buy American documentation, it was found that the district was not using the Buy American Tracker to document compliance with Buy American requirements when purchasing non-domestic foods. In accordance with 7 CFR 210.21(d)(5)(ii)(A), by July 1, 2025, non-domestic food purchases must not exceed 10 percent of total annual commercial food costs that a school food authority purchases per school year.