

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Hampton School District

**Date of Administrative Review (Entrance Conference Date):** 2/22/2023

**Date review results were provided to the School Food Authority:** 4/4/2023

### 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				
<b>A. Meal Access and Reimbursement – Performance Standard 1</b>				
YES	NO		Technical Assistance	Corrective Action
✓	<input type="checkbox"/>	Certification and Benefit Issuance	✓	✓
✓	✓	Verification	✓	✓
<input type="checkbox"/>	<input type="checkbox"/>	Meal Counting and Claiming	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	✓	Charge Policy and Unpaid Meal Procedures	<input type="checkbox"/>	<input type="checkbox"/>
Findings:				
1) Not all selected applications were approved correctly. Out of 227 eligibility documents reviewed, one application was approved without including two sources of household income. The error resulted in the eligibility statuses of four students changing from free to reduced-price meals. 2) The SFA did not use the sample size option designated by the state agency. The SFA chose the Alternate I sampling method, but the SFA should have used the Standard 3% error-prone method. 3) One application out of the four verified resulted in a decrease in benefits for one student. The household was not given 10 calendar days prior to the status changing from free to reduced-price meals.				
<b>B. Meal Patterns and Nutritional Quality</b>				
YES	NO		Technical Assistance	Corrective Action
✓	<input type="checkbox"/>	Meal Components and Quantities	<input type="checkbox"/>	<input type="checkbox"/>
✓	<input type="checkbox"/>	Offer versus Serve	✓	✓
<input type="checkbox"/>	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis	<input type="checkbox"/>	<input type="checkbox"/>
Findings:				
1) For the week of menu review, the 7-12 breakfast menu did not meet the minimum daily and weekly requirements for grain. 2) For the week of menu review, the 7-8 lunch menu did not meet the minimum daily requirements for vegetables. 3) For the week of menu review, the 9-12 lunch menu did not meet the minimum daily and weekly requirements for vegetables. 4) For the week of menu review, the 7-8 and 9-12 lunch menus did not meet the minimum weekly requirement for the red/orange vegetable subgroup. Red/orange vegetables were offered, but not in large enough quantities to meet the weekly requirement.				
<b>C. General Program Areas</b>				
YES	NO		Technical Assistance	Corrective Action
✓	<input type="checkbox"/>	Resource Management	✓	✓
<input type="checkbox"/>	✓	Civil Rights	✓	<input type="checkbox"/>
<input type="checkbox"/>	✓	SFA On-Site Monitoring	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	✓	Local School Wellness Policy	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	✓	Smart Snacks in Schools	<input type="checkbox"/>	<input type="checkbox"/>
✓	<input type="checkbox"/>	Professional Standards	✓	✓

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Water	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Food Safety, Storage, and Buy American	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reporting and Record Keeping	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	School Breakfast Program and Summer Meals Outreach	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	After School Snack	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Seamless Summer	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fresh Fruit and vegetable Program	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>

Findings:

- 1) Employees that work outside of the school nutrition program whose responsibilities include duties related to the operation of the program did not receive training applicable to their duties related to the program.
- 2) The SFA underpriced vended meals provided to Head Start.