

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Hazen School District
Date of Administrative Review (Entrance Conference Date): February 21, 2023
Date review results were provided to the School Food Authority: March 30, 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				
A. Meal Access and Reimbursement – Performance Standard 1				
YES	NO		Technical Assistance	Corrective Action
✓	<input type="checkbox"/>	Certification and Benefit Issuance	✓	✓
✓	<input type="checkbox"/>	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. **Finding (Performance Standard 1 - Certification and Benefit Issuance):** Of the 219 source documents reviewed, there were multiple errors identified.
 - a. Sixteen (16) source documents were determined without Social Security Numbers (SSN). According to 7 CFR 245.6 (a)(6), applications must have the last four digits of the adult's SSN or if the adult does not have a SSN, that must be indicated.
 - b. Three (3) applications were determined incorrectly. One (1) application went from reduced to free due to incorrect income calculation. One (1) application went from free to reduced due to incorrect income calculation. One (1) application went from reduced to paid due to incorrect number of household members. According to 7 CFR 210.7(c)(1)(i), the School Food Authority (SFA) must correctly approve each child's eligibility for free and reduced meals.
2. **Finding (Performance Standard 1 - Verification):** During review of verification documents for school year 2022-2023 the following errors were found.
 - a. SFA completed standard sampling, therefore the number of applications selected for verification should have been three (3) percent of all approved applications on file, in accordance with 7 CFR 245.6a(c)(3)(i). The SFA should have selected four (4) applications the SFA selected eleven (11) applications for verification.
 - b. On two (2) of the eleven (11) households selected for verification the verifying official accepted a statement from a household member indicating income change instead of a collateral contact.
 - c. On Four (4) of the eleven (11) households selected for verification the verifying official accepted a paystub that did not include an income frequency.
 - d. On one (1) of the eleven (11) households selected for verification provided income that reflected net pay instead of gross. When verification was completed the verifying official also used net pay instead of gross pay. When gross pay from pay stub is used the application should have been moved from free to reduced.

- e. In accordance with 7 CFR 245.6a(a)(7)(i), written evidence includes written confirmation of a household's circumstances, such as wage stubs, award letters, and letters from employers. Whenever written evidence is insufficient to confirm income information on the application or current eligibility, the local educational agency may require collateral contacts that must come from someone outside of the household.

B. Meal Patterns and Nutritional Quality

YES	NO		Technical Assistance	Corrective Action
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Offer versus Serve	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dietary Specifications and Nutrient Analysis	<input type="checkbox"/>	<input type="checkbox"/>

Findings:

- 1) **Finding (Performance Standard 2 - Meal Components and Quantities):** Upon reviewing production records for the week of December 5-9, 2023 and meal observation on February 22, 2023, at Hazen High School, errors were discovered.
- a. During the review week of December 5-9, 2022 the cereal bar line option at breakfast all five (5) days of the week was one (1) ounce equivalent (oz eq) grains. This made the weekly line options of the cereal bar short 4 oz eq grains. According to 7 CFR 210.10(k)(2), schools with multiple entree options must make all required food components available to all students, with every entree option, meeting at least minimum daily and weekly required amounts. According to 7 CFR 220.8(c), nine (9) to ten (10) oz eq of grains must be served weekly for grades 9-12.
 - b. On February 22, 23 only six (6) nuggets were observed as served instead of eight (8). The Product Formulation Statement was not read correctly so the wrong number was planned. This made the daily meat/meat alternate short by 0.5 ounce equivalents (oz eq). According to 7 CFR 210.10(c), two (2) oz eq of meat/meat alternatives must be served daily for grades 9-12.

C. General Program Areas

YES	NO		Technical Assistance	Corrective Action
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Resource Management	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Civil Rights	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SFA On-Site Monitoring	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local School Wellness Policy	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Smart Snacks in Schools	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Professional Standards	<input type="checkbox"/>	<input type="checkbox"/>
<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 type="checkbox"/>	After School Snack	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Seamless Summer	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input 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"/>