

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Hope School District

**Date of Administrative Review (Entrance Conference Date):** October 18, 2021

**Date review results were provided to the School Food Authority:** November 1, 2021

### 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"/>	Certification and Benefit Issuance	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verification	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Counting and Claiming	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Charge Policy and Unpaid Meal Procedures	<input type="checkbox"/>	<input type="checkbox"/>
Findings: <p style="margin-left: 40px;">Upon reviewing the supporting documents for the September 2021 claim for reimbursement, an error was found resulting in an overclaim of \$1,845.00 at breakfast and an underclaim of \$34.48 at lunch. In accordance with 7 CFR 220.14 and 7 CFR § 210.8 (b) (4), state agencies must take corrective action in response to any claim for reimbursement filed in error.</p>				
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: <ul style="list-style-type: none"> <li>• Upon review of production records for the week of September 13- 17, 2021 it was discovered that the vegetable component was missing from virtual lunch meals. This results in a reclaim of reimbursement for 692 lunch meals totaling \$2,982.52. In accordance with 7 CFR 210.18(I)(2)(i) fiscal action must be applied to all meals missing components. Upon further review of production records for virtual meals for the month of September it was discovered that at lunch only ½ cup of vegetables were served every day and the meals were missing the legume and starchy vegetable subgroups two of the three weeks reviewed. In accordance with 7 CFR 210.10(c) k-5 meal pattern requires ¾ cup of vegetables daily. 7 CFR 210.10(c)(2)(iii) states that Vegetable offerings at lunch over the course of the week must include the following vegetable subgroups, dark green, red/orange, legume, starchy and other vegetables.</li> </ul>				

- Upon review of production records for the week of September 13- 17, 2021 it was discovered that only ½ cup of fruit was served every day at breakfast to students receiving virtual meals. 7 CFR 220.8(b) states that 1 cup of fruit must be offered for k-5. Upon further review of virtual production records for virtual meals it was found that only ½ cup of fruit was served each day. Additionally, in two of the four weeks, 60% of the fruit component offered was in the form of juice. 7 CFR 220.8(c) states no more than half of the fruit or vegetable offerings may be in the form of juice.
- Upon review of production records for the week of September 13-17, 2021 it was discovered that pre school students were served a grain based dessert on two (2) of the four (4) days. In accordance with 7 CFR 226.20, Child and Adult Care Food Program (CACFP) meal pattern states that no grain based desserts may be credited toward the grain component of the meal pattern.
- On the day of review, it was observed that only one milk variety was made available to high school students eating at the MAC center, which effected nineteen (19) high students. Only one milk variety was made available to kindergarten and fourth grade students during breakfast in the classroom, which effected two hundred and seventy-two (272). In accordance with 7 CFR 220.8(d) schools must offer students a variety (at least two different options) of fluid milk.

2) Upon reviewing the production records, for the primary and high school it was discovered that food component contributions and serving/utensil size were not accurately recorded. In accordance with 7 CFR 210.10(a)(3) schools or school food authorities, as applicable, must keep production and menu records for the meals they produce. These records must show how the meals offered contribute to the required food components and food quantities for each age/grade group every day. This is a repeat finding from the previous administrative review conducted in October 2018.

**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 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)