

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Viola School District
Date of Administrative Review (Entrance Conference Date): March 14, 2023
Date review results were provided to the School Food Authority: March 16, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Certification and Benefit Issuance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Counting and Claiming	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Charge Policy and Unpaid Meal Procedures	<input type="checkbox"/>	<input type="checkbox"/>
Findings: <ol style="list-style-type: none"> 1) Finding (Performance Standard 1 – Meal Counting and Claiming): Meal Counting at Viola Elementary School was not taking place at the point of sale (POS). Meal Counts were taken in the classroom by the teacher either before or after children had eaten breakfast and lunch in the cafeteria. Bar code sheets were given to the Child Nutrition Director (CND) before or after meal service to be put in the POS system. According to 7 CFR 210.8(a) and 7 CFR 220.11(d), the School Food Authority (SFA) must establish internal controls which ensure accuracy of meal counts prior to the submission for the monthly Claim for Reimbursement. 2) Finding (Performance Standard 1 – Verification): During review of verification documents for school year 2022-2023 the following errors were found: <ol style="list-style-type: none"> a. One (1) of the four (4) households reviewed submitted income documentation from the previous year in form of a tax return. In accordance with 7 CFR 245.6a(f)(2), the documentation must indicate the source, amount and frequency of all income and can be for any point in time between the month prior to application for school meal benefits and the time the household is requested to provide income documentation. b. One (1) of the four (4) households selected for verification provided a statement from a household member stating income change. 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 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 Pattern and Nutritional Quality): Upon reviewing production records and menu plan for the week of February 14-17, 2023, at Viola Elementary lunch production records and menu plan indicated the starchy vegetable subgroup was short by 1/4 cup. It was determined that the excel menu planner being used to double check meal components was inaccurate. According to 7 CFR 210.10(c), at least 1/2 cup of starchy vegetable subgroup is required weekly for grades K-8.				
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 checked="" type="checkbox"/>	<input type="checkbox"/>	Smart Snacks in Schools	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	After School Snack	<input checked="" type="checkbox"/>	<input checked="" 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"/>
Findings:				
1) Finding (Afterschool Snack): On February 17, 2023 and March 15, 2023, fruit chew snacks were served for Afterschool Snack and counted as one of the two components. Fruit chew snacks do not contain enough fruit to qualify as the fruit component for the Afterschool Snack Program. According to 7 CFR 210.10(o)(2), two (2) of the four (4) components (8oz milk, 1oz meat or meat alternate, 3/4 cup vegetable or fruit, or 1oz whole grain) must be served to meet meal pattern.				
2) Finding (Smart Snacks): Upon review of district vending machines and competitive foods on March 8, 2023 the following was found:				
a. Six (6) of the beverage options, Diet Mountain Dew, Diet Mountain Dew Major Melon, Mountain Dew Zero Sugar, Cherry Pepsi Zero Sugar, Pepsi Zero Sugar, and Diet Pepsi were not Smart Snack compliant. According to the Division of Elementary and Secondary Education (DESE) Rules Governing Nutrition, Physical Activity and BMI for Age Assessment Protocols 8.01.3.1, “Beverages shall be no larger than twelve (12) ounces.”				
b. Ten (10) of the beverage options were not USDA Smart Snack compliant. Three (3) of the beverage options, Apple Gatorade, Orange Gatorade, and Strawberry Lemonade Gatorade exceeded both calorie and fluid limits. Seven (7) of the beverage options, Lipton Diet Green Tea Citrus, Diet Mountain Dew, Diet Mountain Dew Major Melon, Mountain Dew Zero Sugar, Cherry Pepsi Zero Sugar, Pepsi Zero Sugar, and Diet Pepsi exceeded fluid limits. According to 7 CFR 210.11(3)(vii), beverages must contain no more than 40 calories per 8 fluid ounces or 60 calories per 12 fluid ounces.				
c. Less than one percent (1%) of vending options included the beverage option of unflavored, unsweetened water. According to DESE Rules Governing Nutrition, Physical Activity and BMI for Age Assessment Protocols 9.02.4, at the point of choice, at least fifty percent (50%) of beverage selections in vending machines, school stores, and other sales venues shall be 100% fruit juice, low-fat or fat-free milk, and unflavored, unsweetened water.				