

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** White County Central School District  
**Date of Administrative Review (Entrance Conference Date):** January 23, 2023  
**Date review results were provided to the School Food Authority:** January 27, 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"/>	✓	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. A review of the 2022-23 verification documentation indicated that three (3) of the six (6) households selected submitted unacceptable (including 2021 tax form and screenshots of direct deposit) or incomplete income documentation. In accordance with 7 CFR 245.6a(f)(2), the documentation must indicate the source, amount, frequency, date, name of recipient, and be reflective of current gross income from any point between the month prior to the free and reduced meal application turned in and the time the household is request to provide the income documentation. According to 7 CFR 245.6a(a)(7)(ii), if the household does not submit documentation for all incomes listed on the original application or via a collateral contact, the eligibility must be terminated.  
**Technical assistance** was provided to the child nutrition secretary about what is acceptable income documentation as well as the USDA Eligibility Guidance Manual and verification PowerPoint.
2. Of the 280 student eligibility source documents reviewed, there were seven (7) students that were coded incorrectly in eSchool and the point of sale (POS) system.
  - Three (3) of these students were coded as directly certified (DC), yet they were not found on the DC lists for this school year, therefore these students should have been coded as paid.
  - Tw (2) of these students were given a free status based on a migrant status yet they were not found on a migrant list and there was no documentation of a meal application provided, therefore these students should have been coded as paid.
  - Two (2) of these students were given a free status, yet there was no source documentation provided, therefore these students should have been coded as paid.

- Two (2) of these students were given a free status, yet there was no source documentation provided on them.

**B. Meal Patterns and Nutritional Quality**

YES	NO		Technical Assistance	Corrective Action
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Components and Quantities	<input 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) N/A

**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 checked="" type="checkbox"/>	<input 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Other: Wellness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Findings:

1. The district has an employee outside of the child nutrition program who has the responsibility of running the point of service (POS) system at mealtimes. There was not documentation that this person has obtained civil rights training. According to Food and Nutrition Services Instruction 113-1, local agencies are responsible for training their subrecipients, including frontline staff who interact with program applicants or participants.
- 2.) The district was unable to provide documentation that the triennial assessment was completed. According to 7 CFR 210.31(f), each educational agency must retain records to demonstrate compliance with community involvement requirements, including requirements to make the triennial assessment available to the public.