

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Responsive Education Solutions, Inc. Charter

**Date of Administrative Review (Entrance Conference Date):** March 2, 2021

**Date review results were provided to the School Food Authority:** March 22, 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				
<b>A. Meal Access and Reimbursement – Performance Standard 1</b>				
YES	NO		Technical Assistance	Corrective Action
✓		Certification and Benefit Issuance	✓	✓
	✓	Verification		
	✓	Meal Counting and Claiming		
	✓	Charge Policy and Unpaid Meal Procedures		
1. Finding ( <i>Certification and Benefit Issuance</i> ): Of the 80 source documents reviewed, three (3) applications were found to have errors. <ol style="list-style-type: none"> <li>a. Three (3) applications had inconsistent household numbers documented compared to the names listed</li> </ol>				
<b>B. Meal Patterns and Nutritional Quality</b>				
YES	NO		Technical Assistance	Corrective Action
✓		Meal Components and Quantities	✓	✓
	✓	Offer versus Serve		
	✓	Dietary Specifications and Nutrient Analysis		
1. Production records were not completed correctly in accordance with 7 CFR 210.10 (a)(3) <i>Production and menu records</i> . 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. Production record errors including mis-categorization of food components, incorrect documentation of portion sizes, and inconsistent documentation of projected, prepared, and served amounts were noted.				
<b>C. General Program Areas</b>				
YES	NO		Technical Assistance	Corrective Action
	✓	Resource Management		
	✓	Civil Rights		
	✓	SFA On-Site Monitoring		
✓		Local School Wellness Policy	✓	✓
	✓	Smart Snacks in Schools		
	✓	Professional Standards		
	✓	Water		
	✓	Food Safety, Storage, and Buy American		
	✓	Reporting and Record Keeping		

	✓	School Breakfast Program and Summer Meals Outreach		
	✓	After School Snack		
	✓	Seamless Summer		
	✓	Fresh Fruit and vegetable Program		
	✓	Other:		
<p>1. The Wellness Committee is required to meet at least quarterly as outlined in Commissioner's Memos CNU-17-016: <i>Wellness Policy Requirements: Updates from USDA Final Rule</i> and CNU-17-038: <i>Wellness Committee Responsibilities: A Joint Memo from ADE Child Nutrition and School Health Services</i>. Upon review, it was noted that no Wellness meetings have occurred for the 2020-2021 school year.</p>				