

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

Section 207 of the HHFKA amended section 22 of the NSLA (42 U.S.C. 1769c) to require State Agencies (SA) to report the final results of the administrative review to the public in an accessible, easily understood manner in accordance with guidelines promulgated by the Secretary. Regulations at 7 CFR 210.18(m) requires the SA to post a summary of the most recent final administrative review results for each SFA/Sponsor on the State Agency's publicly available website no later than 30 days after the SA provides the final results of the administrative review to the SFA/Sponsor. The SA must also make a copy of the final administrative review report available to the public upon request.

School Food Authority/Sponsor Name: WaKeeney

School Food Authority/Sponsor Number: D0208

Date of Administrative Review (Entrance Conference Date): 02/16/17

Date review results were provided to the School Food Authority/Sponsor: 03/01/17

Date review summary was publicly posted: 03/29/17

The review summary must cover access and reimbursement (including eligibility and certification review results), SFA/Sponsor's compliance with the meal patterns and the nutritional quality of school meals, the results of the review of the school nutrition environment (including food safety, local school wellness policy, and competitive foods), compliance related to civil rights, and general program participation. At a minimum, this would include the written notification of review findings provided to the SFA/Sponsor's Superintendent or equivalent as required at 7 CFR 210.18(i)(3).

General Program Participation

1. What Child Nutrition Programs does the School Food Authority/Sponsor participate in?
(Select all that apply)

- School Breakfast Program
- National School Lunch Program
- Fresh Fruit and Vegetable Program
- Afterschool Snack Program
- Special Milk Program
- Seamless Summer Option

2. Does the School Food Authority/Sponsor operate under any Special Provisions?
(Select all that apply)

- Community Eligibility Provision
- Special Provision 1
- Special Provision 2
- Special Provision 3

Review Findings and Commendations

3. Were any findings/commendations identified during the review of this School Food Authority/Sponsor?

Yes No

If yes, please indicate the areas and what issues were identified in the table below.

YES	NO	REVIEW FINDINGS			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A. Program Access and Reimbursement			
		Yes	No		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certification and Benefit Issuance	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verification	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Counting and Claiming	
Finding(s) Details: Certification and Benefit Issuance 1) 2.6% of students reviewed were incorrectly determined. Meal Counting and Claiming 1) Meal Count edit checks are not completed daily. Commendation(s): All certification and benefit information set up on excel documents for very organized record keeping. Office notebooks were very organized and detailed.					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	B. Meal Patterns and Nutritional Quality			
		Yes	No		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Offer versus Serve	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis	
Finding(s) Details: Meal Components and Quantities 1) The whole grain rich requirement was not always being met. Offer vs Serve 1) Offer option with all students not taking the required ½ cup of fruit or vegetable plus at least two other items/components. 2) The Offer or Serve option as indicted on the Site Application was not being followed. 3) Menu items offered as part of a reimbursable meal were not identified at or near the beginning of the serving line for both breakfast and lunch. 4) Signage listing menu items at the beginning of the line did not include the requirement for students to take at least ½ cup fruit or vegetable. Dietary Specification and Nutrient Analysis 1) Products containing trans fat were found in inventory. 2) A nutrient analysis is being conducted for missing components and/or probability of exceeding dietary specifications. Commendation(s): Food Service has developed an up to date photo gallery of nutritional labels as an easy reference for menu planning. Best use of Single Ingredient Recipes demonstrated in the on-site reviews I have observed. Annual Senior event involved students involved in meal service and organized activities.					

<input checked="" type="checkbox"/>	<input type="checkbox"/>	C. School Nutrition Environment	
		Yes	No
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Finding(s) Details: Food Safety 1) Food safety plan is missing required elements. 2) Temperature logs are incomplete or missing. 3) Food safety inspection report(s) is not posted in a publically viewable location. Competitive Foods 1) Foods sold to students during the school day do not meet the smart snacks in school requirements and documentation to support product compliance is not on file. Commendation(s): Wonderful Wellness activities - Workout Wednesdays, Meditation Mondays, Student Fitness logs, Brain breaks.	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	D. Civil Rights	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E. Other Areas of Review	
		Yes	No
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Finding(s) Details: Comprehensive Resource Management 1) A review of indirect costs charged to the Food Service fund indicated sponsor was not using the current indirect cost rate for 2016-2017. Professional Standards 1) Professional Standards requirements have not been met for all Food Service Staff.	