

## 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:** Gardner-Edgerton

**School Food Authority/Sponsor Number:** D0231

**Date of Administrative Review (Entrance Conference Date):** 01/24/17

**Date review results were provided to the School Food Authority/Sponsor:** 02/24/17

**Date review summary was publicly posted:** 03/22/17

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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"/>	<p><b>A. Program Access and Reimbursement</b></p> <table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Certification and Benefit Issuance</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Verification</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Meal Counting and Claiming</td> </tr> </tbody> </table> <p>Finding(s) Details:  <b>Certification and Benefit Issuance</b>            1) Overt identification of student meal eligibility status was observed.            2) Directly certified students were not correctly certified, documented, and/or extended to additional household members.</p> <p><b>Meal Counting and Claiming</b>            1) Meal count edit checks are not completed daily.</p> <p>Commendation(s):            Great job of receiving, approving/determining applications and making notes of follow-up conversations when needed. Excellent job of ensuring all students receive their correct meal benefits.</p>	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
Yes	No													
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>B. Meal Patterns and Nutritional Quality</b></p> <table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Meal Components and Quantities</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Offer versus Serve</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Dietary Specifications and Nutrient Analysis</td> </tr> </tbody> </table> <p>Finding(s) Details:  <b>Meal Components and Quantities</b>            1) Information recorded on production records didn't always match component documentation.</p> <p><b>Offer vs Serve</b>            1) Offer option with all students not taking the required ½ cup of fruit or vegetable plus at least two other items/components.            2) 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.</p> <p>Commendation(s):            Great job at menu planning, maintaining all records as required and those items needed to document that reimbursable meals are in fact being offered.</p>	Yes	No		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Offer versus Serve	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dietary Specifications and Nutrient Analysis
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>C. School Nutrition Environment</b>		
		<b>Yes</b>	<b>No</b>	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Safety
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local School Wellness Policy
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Competitive Foods
		Finding(s) Details: <b>Food Safety</b> 1) Food safety plan is missing required elements. 2) Food safety inspection report(s) is not posted in a publically viewable location.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>D. Civil Rights</b>		
		Finding(s) Details: 1) The correct USDA "And Justice for All" poster was not displayed in clear view of program participants.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>E. Other Areas of Review</b>		
		<b>Yes</b>	<b>No</b>	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Comprehensive Resource Management
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Professional Standards
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Buy American
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Summer Food Service Program Outreach
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	School Breakfast Program Outreach
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sponsor On-Site Monitoring
		Finding(s) Details: <b>Professional Standards</b> 1) Professional Standards requirements have not been met.  <b>Comprehensive Resource Management</b> 1) Sponsor does not have a process in place for calculating its compliance with the revenue from non-program food requirements as explained in 7 CFR 210.14(f).  Commendation(s): Great job at pricing nonprogram foods and ensuring federal funds are spent on student reimbursable meals!		