

## 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:** Southern Lyon County

**School Food Authority/Sponsor Number:** D0252

**Date of Administrative Review (Entrance Conference Date):** 01/11/17

**Date review results were provided to the School Food Authority/Sponsor:** 02/10/17

**Date review summary was publicly posted:** 03/07/17

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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) 4.04% of applications reviewed were incorrectly determined.            2) Overt identification of student meal eligibility status was observed.</p> <p><b>Meal Counting and Claiming</b>            1) Meal Count edit checks are not completed daily.            2) Sponsor is not following their approved Sponsor-KSDE agreement/application, as follows: letters and forms that were approved in sponsor application are not the versions used when contacting households.</p> <p>Commendation(s):            Great notes on applications and follow-up with households when needed!</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
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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) Breakfast/Lunch daily and/or weekly component requirements were not always being met.            2) Information recorded on production records didn't always match component documentation.            3) Component contributions for standardized recipes not available or calculated correctly.            4) Variety of milk was not available throughout meal service.</p> <p><b>Offer vs Serve</b>            1) 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>	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"/>	<p><b>C. School Nutrition Environment</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>Food Safety</td> </tr> </tbody> </table>	Yes	No		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Safety						
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		<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) Standard operating procedures are not up to date.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>D. Civil Rights</b>		
		Finding(s) Details: 1) Appropriate program materials did not contain the correct non-discrimination statement.		
<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 checked="" type="checkbox"/>	<input 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>Buy American</b> 1) Buy American provision requirement was not followed for all products on site.  <b>Professional Standards</b> 1) Professional Standards requirements have not been met.  <b>Comprehensive Resource Management</b> 1) Indirect Cost principles have not been appropriately applied to the School Food Service Account. 2) Non-compliance with providing requested documentation of maintenance of the Nonprofit Food Service Account. 3) Nonprogram foods are not appropriately priced.		