

## 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:** Wichita Public Schools

**School Food Authority/Sponsor Number:** D0259

**Date of Administrative Review (Entrance Conference Date):** 03/28/17

**Date review results were provided to the School Food Authority/Sponsor:** 05/01/17

**Date review summary was publicly posted:** 05/22/17

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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 checked="" type="checkbox"/></td> <td><input 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) Inactive students were not removed from the benefit issuance list.</p> <p><b>Verification</b>            1) Sponsor did not correctly complete the verification process as follows:                a. Households with a decrease in benefits were not appropriately notified.                b. Households incorrectly verified – benefit status should have increased or decreased due to error found.</p> <p><b>Meal Counting and Claiming</b>            1) The point of service does not provide an accurate meal count by eligibility category.            2) Meal Counts by category were not correctly combined and recorded.            3) Meal Count edit checks are completed daily, but inaccurately flagging non-compliance with edit checks.</p> <p>Commendation(s):            Over 500 applications reviewed with zero errors found.</p>	Yes	No		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certification and Benefit Issuance	<input checked="" type="checkbox"/>	<input 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) The whole grain rich requirement was not always being met.            3) Production records were available but were not being completed correctly.            4) CN labels/Product Formulation Statements were unavailable for all items that were not in the USDA Food Buying Guide.</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.</p> <p>Commendation(s):            Sponsor offers many menu items, all of which are very creative and appealing to students. They make it easy for students to make a reimbursable meal no matter what the students are hungry for.</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 checked="" type="checkbox"/>	<input type="checkbox"/>	Competitive Foods		
<p>Finding(s) Details:</p> <p><b>Food Safety</b></p> <p>1) Most current food safety inspection report(s) is not posted in a publically viewable location.</p> <p><b>Competitive Foods</b></p> <p>1) Foods sold to students during the school day do not meet the smart snacks in school requirements or documentation to support product compliance is not on file.</p> <p>Commendation(s):</p> <p>Although one school did have documentation missing for items within their vending machines, the majority of the sites visited were very organized with up-to-date records for fundraisers, and documentation of Smart Snacks In Schools items.</p> <p>Cafeterias visited were very colorful and the food was displayed in a way to capture the students' eyes as they walked in. All of the staff were VERY friendly and helpful.</p>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>D. Civil Rights</b>		
		<p>Finding(s) Details:</p> <p>1) The correct USDA "And Justice for All" poster was not displayed in clear view of program participants.</p>		
<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 type="checkbox"/>	<input checked="" 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
<p>Finding(s) Details:</p> <p><b>Buy American</b></p> <p>1) Buy American provision requirement was not followed for all products on site.</p> <p><b>Comprehensive Resource Management</b></p> <p>1) Nonprogram foods are not appropriately priced.</p> <p>2) 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).</p> <p>Commendation(s):</p> <p>Sponsor does an amazing job with providing training for their staff, as well as communicating with staff trainings that are available in the area making it easy for them to obtain their professional standard hours for the year.</p> <p>Outreach efforts for breakfast as well as the Summer Foodservice program are also top notch.</p>				