

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 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: Derby

School Food Authority/Sponsor Number: D0260

Date of Administrative Review (Entrance Conference Date): 01/09/17

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

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

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"/>	<p>A. Program Access and Reimbursement</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:</p> <p>Certification and Benefit Issuance</p> <ol style="list-style-type: none"> 5.33% of applications reviewed were incorrectly determined. Directly certified students were not correctly certified, documented, and/or extended to additional household members. Overt identification of student meal eligibility status was observed. Sponsor did not accurately transfer benefit eligibility information to the meal counting/claiming system. Software system converts all income entered to an annual amount. <p>Verification</p> <ol style="list-style-type: none"> Sponsor did not correctly complete the verification process as follows: <ol style="list-style-type: none"> Applications selected for verification were incorrectly verified. No attempt was made to directly verify the household(s) selected for verification Sponsor did not meet follow-up requirements if the household failed to respond. Households with a change in benefit level were not changed in a timely manner according to FNS guidelines. <p>Meal Counting and Claiming</p> <ol style="list-style-type: none"> Sponsor is not following their approved Sponsor-KSDE agreement/application, as follows: Meal service times were not up to date, alternate point of service/meal counting for breakfast in classroom was not listed, alternate forms used for 3D, 7A, 9A and 9B were not approved and site application indicates an offer program, however is not being followed. The point of service does not provide an accurate meal count by eligibility category. Edit checks are not completed daily. 	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. Meal Patterns and Nutritional Quality</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>	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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		<p>Finding(s) Details:</p> <p>Findings Meal Components and Quantities</p> <ol style="list-style-type: none"> 1) Lunch daily and/or weekly component requirements were not always being met. 2) Production Records were not available for all days claimed for reimbursement. 3) Standardized recipes were not always available and/or being followed as standardized. 4) 2% lactose free milk is not an allowable milk type to be served as part of the reimbursable meal. <p>Findings Offer vs Serve</p> <ol style="list-style-type: none"> 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. 												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>C. School Nutrition Environment</p> <table border="1"> <thead> <tr> <th data-bbox="371 932 500 961">Yes</th> <th data-bbox="500 932 618 961">No</th> <th data-bbox="618 932 1453 961"></th> </tr> </thead> <tbody> <tr> <td data-bbox="371 961 500 999"> <input checked="" type="checkbox"/> </td> <td data-bbox="500 961 618 999"> <input type="checkbox"/> </td> <td data-bbox="618 961 1453 999">Food Safety</td> </tr> <tr> <td data-bbox="371 999 500 1037"> <input type="checkbox"/> </td> <td data-bbox="500 999 618 1037"> <input checked="" type="checkbox"/> </td> <td data-bbox="618 999 1453 1037">Local School Wellness Policy</td> </tr> <tr> <td data-bbox="371 1037 500 1075"> <input checked="" type="checkbox"/> </td> <td data-bbox="500 1037 618 1075"> <input type="checkbox"/> </td> <td data-bbox="618 1037 1453 1075">Competitive Foods</td> </tr> </tbody> </table> <p>Finding(s) Details:</p> <p>Food Safety</p> <ol style="list-style-type: none"> 1) Temperature logs are incomplete or missing. 2) Food safety inspection report(s) is not posted in a publically viewable location. 3) Food and supplies are not being properly stored. 4) Food safety plan is not available at each site. <p>Competitive Foods</p> <ol style="list-style-type: none"> 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>Commendations:</p> <p>Great job working to align everyone in the district with the Wellness Impact Tool and revitalize your Wellness Committee. Sponsor is tracking Professional Standards hours and most employees have met or exceeded their hours for the current year.</p>	Yes	No		<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
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>D. Civil Rights</p> <p>Finding(s) Details:</p> <ol style="list-style-type: none"> 1) Sponsor does not have an adequate process for receiving and processing alleged complains of discrimination in FNS School Meal Program. 2) Sponsor did not complete the civil rights training for all front line staff 3) Appropriate program materials did not contain the correct non-discrimination statement. 4) The correct USDA “And Justice for All” poster was not displayed in clear view of program participants. 												

<input checked="" type="checkbox"/>	<input type="checkbox"/>	E. Other Areas of Review		
		Yes	No	
		<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 checked="" type="checkbox"/>	<input type="checkbox"/>	Sponsor On-Site Monitoring
		<p>Finding(s) Details:</p> <p>Buy American</p> <p>1) Buy American provision requirement was not followed for all productions on site.</p> <p>Sponsor On-Site Monitoring</p> <p>1) Sponsor on-site monitoring form not completed appropriately.</p> <p>Comprehensive Resource Management</p> <p>1) Sponsor does not have a process in place for calculating it compliance with the revenue from non-program food requirements as explained in 7 CFR 210.14(f).</p>		