

## 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:** Mulvane

**School Food Authority/Sponsor Number:** D0263

**Date of Administrative Review (Entrance Conference Date):** 12/05/16

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

**Date review summary was publicly posted:** 01/31/17 and updated 03/17/17

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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) 0.77% of applications reviewed were incorrectly determined.</p> <p><b>Verification</b>            1) Sponsor did not correctly complete the verification process as follows:                a. Incorrect number of applications was verified.                b. Applications selected for verification did not meet the sampling method selected on the Pre-Verification Worksheet and were incorrectly verified.</p> <p><b>Meal Counting and Claiming</b>            1) Sponsor is not following their approved Sponsor-KSDE agreement/application, as follows: High School site application did not include that breakfast is available for ES/MS students.            2) Meal Count edit checks are not completed daily.</p> <p>Commendation(s):            Great job with application approval, very few errors. Claims were accurately filed.</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
Yes	No													
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certification and Benefit Issuance												
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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 checked="" type="checkbox"/></td> <td><input 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 daily and weekly component requirements were not always being met.</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> <p><b>Dietary Specification and Nutrient Analysis</b>            1) A nutrient analysis was conducted for missing components and/or probability of exceeding dietary specifications. Analysis findings:                a. Breakfast – Sodium requirement exceeded, 674 (640)                b. Lunch – Sodium requirement exceeded 1622 (1420) and saturated fat requirement exceeded 10.26% (&lt;10%)</p> <p>Commendation(s):            Staff does an excellent job identifying a reimbursable meal at the Point of Service.</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 checked="" type="checkbox"/>	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis
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This institution is an equal opportunity provider.

<input type="checkbox"/>	<input type="checkbox"/>	<b>C. School Nutrition Environment</b>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<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
		Finding(s) Details: <b>Food Safety</b> 1) Annual review of food safety plan was not completed.  <b>Competitive Foods</b> 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.	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>D. Civil Rights</b>	
		Commendation(s): Excellent job, no errors noted!	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>E. Other Areas of Review</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Finding(s) Details: <b>Buy American</b> 1) Buy American provision requirement was not followed for all products on site.  <b>Comprehensive Resource Management</b> 1) Sponsor has not maintained a nonprofit School Food Service Account.  Commendation(s): Sponsor has developed a great Professional Standards training tracker tool.	