

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: West Franklin

School Food Authority/Sponsor Number: D0287

Date of Administrative Review (Entrance Conference Date): 03/29/17

Date review results were provided to the School Food Authority/Sponsor: 04/28/17

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

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"/>	A. Program Access and Reimbursement		
		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
		<p>Finding(s) Details:</p> <p>Certification and Benefit Issuance</p> <ol style="list-style-type: none"> 1) 9.4% of applications reviewed were incorrectly determined. 2) Directly certified students were not correctly certified, documented, and/or extended to additional household members. 3) Overt identification of student meal eligibility status was observed. 4) Sponsor did not accurately transfer benefit eligibility information to the meal counting/claiming system. <p>Verification</p> <ol style="list-style-type: none"> 1) Sponsor did not correctly complete the verification process as follows: <ol style="list-style-type: none"> a. Applications selected for verification did not meet the sampling method selected on the Pre-Verification Worksheet, were incorrectly replaced and/or were incorrectly verified. b. No attempt was made to directly verify the household(s) selected for verification c. Sponsor did not meet follow-up requirements if the household failed to respond. d. Households with a decrease in benefits were not appropriately notified. <p>Meal Counting and Claiming</p> <ol style="list-style-type: none"> 1) For the review period, meal counts by category were not correctly used in the claim for reimbursement. 2) Meal Count edit checks are not completed daily. 		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	B. Meal Patterns and Nutritional Quality		
		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
<p>Finding(s) Details:</p> <p>Meal Components and Quantities</p> <ol style="list-style-type: none"> 1) Information recorded on production records didn't always match component documentation. 				

		<p>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) 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>Commendation(s): Great job of offering high-quality menus that contain many scratch-made items! Recipes are consistently followed and required documentation supporting crediting information is maintained.</p>																					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>C. School Nutrition Environment</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> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Local School Wellness Policy</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Competitive Foods</td> </tr> </tbody> </table> <p>Finding(s) Details: Food Safety</p> <ol style="list-style-type: none"> 1) Food safety plan is missing required elements. 2) Standard operating procedures are not up to date. 3) Annual review of food safety plan was not completed. <p>Commendation(s): Excellent job of promoting overall health and engaging all staff in activities as well.</p>	Yes	No		<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									
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<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>D. Civil Rights</p> <p>Commendation(s): Great job of utilizing all correct versions of forms and letters as approved during Program Renewal.</p>																					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>E. Other Areas of Review</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>Comprehensive Resource Management</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Professional Standards</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Buy American</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Summer Food Service Program Outreach</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>School Breakfast Program Outreach</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Sponsor On-Site Monitoring</td> </tr> </tbody> </table> <p>Finding(s) Details:</p> <p>Summer Food Service Program Outreach</p> <ol style="list-style-type: none"> 1) Summer Food Service Program outreach is not conducted by sponsor. <p>Sponsor On-Site Monitoring</p> <ol style="list-style-type: none"> 1) Sponsor on-site monitoring form not completed in required timeframe. <p>Professional Standards</p> <ol style="list-style-type: none"> 1) Professional Standards requirements have not been met. <p>Comprehensive Resource Management</p> <ol style="list-style-type: none"> 1) The proportions of non-program foods revenue as they contribute to costs is not calculated annually. 	Yes	No		<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 checked="" type="checkbox"/>	<input 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
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