

## 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:** Jefferson West

**School Food Authority/Sponsor Number:** D0340

**Date of Administrative Review (Entrance Conference Date):** 03/14/17

**Date review results were provided to the School Food Authority/Sponsor:** 04/10/17

**Date review summary was publicly posted:** 05/09/17

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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 type="checkbox"/>	<input checked="" 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 type="checkbox"/></td> <td><input checked="" 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 type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Meal Counting and Claiming</td> </tr> </tbody> </table> <p>Commendation(s): Great job determining eligibility, completing verification, and consolidating meal counts.</p>	Yes	No		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Certification and Benefit Issuance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verification	<input type="checkbox"/>	<input checked="" 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 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) Lunch daily and/or weekly component requirements were not always being met.            2) Lunch menu was missing required component or vegetable subgroup.            3) The whole grain rich requirement was not always being met.            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) 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.</p> <p><b>Dietary Specification and Nutrient Analysis</b>            1) A nutrient analysis is being conducted for missing components and/or probability of exceeding dietary specifications.</p> <p>Commendation(s): Nice job serving quality meals the students enjoy in an inviting atmosphere.</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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		<p>2) Temperature logs are incomplete or missing.</p> <p>3) Food safety inspection report(s) is not posted in a publically viewable location.</p> <p>Commendation(s):  <u>Good job implementing Smart Snacks in Schools and your local wellness policy.</u></p>																					
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>E. Other Areas of Review</b></p> <table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input checked="" 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 checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Buy American</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" 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:  <b>Buy American</b>  1) Buy American provision requirement was not followed for all products on site.</p> <p><b>Sponsor On-site Monitoring</b>  1) Sponsor on-site monitoring form not completed in required timeframe.</p> <p><b>Professional Standards</b>  1) Professional Standards requirements have not been met.</p> <p>Commendation(s):  Nice job maintaining all required reports and records for the required time period, providing school breakfast program and summer food service program outreach.</p>	Yes	No		<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Sponsor On-Site Monitoring
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