

## 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:** Wellington

**School Food Authority/Sponsor Number:** D0353

**Date of Administrative Review (Entrance Conference Date):** 03/15/17

**Date review results were provided to the School Food Authority/Sponsor:** 04/14/17

**Date review summary was publicly posted:** 05/18/17

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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 type="checkbox"/></td> <td><input checked="" 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) One application reviewed was incorrectly determined.</p> <p><b>Meal Counting and Claiming</b>            1) For the review period, meal counts by category were not correctly used in the claim for reimbursement.</p> <p>Commendation(s):            Verification completed correctly. Great work on reducing application errors.</p>	Yes	No		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certification and Benefit Issuance	<input type="checkbox"/>	<input checked="" 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												
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verification												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Counting and Claiming												
<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) Lunch daily and/or weekly component requirements were not always being met.            2) Serving utensil actually used did not match serving size indicated on the production record.            3) Standardized recipes were not always available and/or being followed as standardized.</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>	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
Yes	No													
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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		
Finding(s) Details: <b>Food Safety</b> 1) Food safety plan is missing required elements. 2) Standard operating procedures are not up to date. 3) Thermometers are not calibrated and/or documented.  <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. 2) Bottled water was offered as an alternate to fluid milk selection.  Commendation(s): Wellness committee has been revised/re-vamped!				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>D. Civil Rights</b>		
Commendation(s): No findings, excellent job!				
<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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	Sponsor On-Site Monitoring
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fresh Fruit & Vegetable Program
		Finding(s) Details: <b>Buy American</b> 1) Buy American provision requirement was not followed for all products on site.  <b>Professional Standards</b> 1) Professional Standards requirements have not been met.  <b>Comprehensive Resource Management</b> 1) Sponsor has not maintained a nonprofit School Food Service Account. 2) Sponsor did not maintain records to document compliance with revenue from nonprogram food requirements. 3) Indirect Cost principles have not been appropriately applied to the School Food Service Account.  <b>Fresh Fruit and Vegetable Program</b> 1) FFVP is not widely publicized within the site. 2) FFVP meal service does not follow adequate sanitation and health standards 3) FFVP claim is not accurately filed.		