

## 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:** Eureka

**School Food Authority/Sponsor Number:** D0389

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

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

**Date review summary was publicly posted:** 04/11/17

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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:<br/> <b>Certification and Benefit Issuance</b><br/>           1) 3.1% of applications reviewed were incorrectly determined.<br/>           2) Sponsor did not accurately transfer benefit eligibility information to the meal counting/claiming system.</p> <p><b>Meal Counting and Claiming</b><br/>           1) Sponsor is not following their approved Sponsor-KSDE agreement/application, as follows: Breakfast service did not start at the time the site application indicates.<br/>           2) Current process in place for lunch POS does not assure an accurate meal count.</p> <p>Commendation(s):<br/>           Sponsor did a great job of completing the verification process and accurately claiming meals for reimbursement!</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:<br/> <b>Meal Components and Quantities</b><br/>           1) Breakfast/Lunch daily and/or weekly component requirements were not always being met.</p> <p><b>Offer vs Serve</b><br/>           1) Offer option with all students not taking the required ½ cup of fruit or vegetable plus at least two other items/components.<br/>           2) 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>   | 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                                  |   |     |    |  |                                     |                          |                                    |                                     |                                     |                    |                                     |                                     |  |
| <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  |     |    |  |                                     |                          |                                    |                                     |                                     |                    |                                     |                                     |  |

|  |                                     |  |                                     |                                      |
|--|-------------------------------------|--|-------------------------------------|--------------------------------------|
| <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:<br><b>Food Safety</b><br>1) Food and supplies are not being properly stored.<br><br><b>Competitive Foods</b><br>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>                 |                                     |                                      |
| <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 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 type="checkbox"/>               | <input checked="" type="checkbox"/> | Sponsor On-Site Monitoring           |
| Finding(s) Details:<br><b>Buy American</b><br>1) Buy American provision requirement was not followed for all products on site.<br><br><b>Comprehensive Resource Management</b><br>2) Nonprogram foods are not appropriately recorded and calculated.<br><br>Commendation(s):<br>Sponsor has done a wonderful job of assuring that all staff are meeting the professional development requirements! They are also doing well with outreach activities through signs and posters within the school building! |                                     |  |                                     |                                      |