

## 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 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:** Troy

**School Food Authority/Sponsor Number:** D0429

**Date of Administrative Review (Entrance Conference Date):** 02/08/17

**Date review results were provided to the School Food Authority/Sponsor:** 03/28/17

**Date review summary was publicly posted:** 04/27/17

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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) 2.35% of applications reviewed were incorrectly determined.</p> <p><b>Verification</b>            1) Sponsor did not correctly complete the verification process as follows:            a. A confirmation review was not appropriately conducted and/or documented.            b. Sponsor did not meet follow-up requirements if the household failed to respond.</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
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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 type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Dietary Specifications and Nutrient Analysis</td> </tr> </tbody> </table> <p>Finding(s) Details:  <b>Findings Meal Components and Quantities</b>            1) 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) Observed student not taking the required items/components for reimbursable meal.</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
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>C. School Nutrition Environment</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>Food Safety</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input 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:  <b>Local School Wellness Policy</b>            1) Public is not notified of how to view sponsor's wellness policy.</p>	Yes	No		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Food Safety	<input checked="" type="checkbox"/>	<input 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"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	Professional Standards	
<input type="checkbox"/>	<input checked="" 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	
<p>Finding(s) Details:</p> <p><b>Comprehensive Resource Management</b></p> <p>1) The proportion of non-program foods revenue as they contribute to the costs is not calculated annually.</p> <p><b>Professional Standards</b></p> <p>1) Professional Standard training hours are not up to date for all employees having duties related to the Food Service Department.</p>			