

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: Santa Fe Trail

School Food Authority/Sponsor Number: D0434

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

Date review results were provided to the School Food Authority/Sponsor: 03/10/17

Date review summary was publicly posted: 04/05/17

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) 2.04% of applications reviewed were incorrectly determined. 2) Overt identification of student meal eligibility status was observed. <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. No attempt was made to directly verify the household(s) selected for verification <p>Meal Counting and Claiming</p> <ol style="list-style-type: none"> 1) Sponsor is not following their approved Sponsor-KSDE agreement/application, as follows: The point of service does not provide an accurate meal count by eligibility category. <p>Commendation(s): Excellent job with determining applications, especially for Food Service Clerk's first year of doing this job duty.</p> | | | | | |
| <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) CN labels/Product Formulation Statements were unavailable for all items that were not in the USDA Food Buying Guide. 2) Standardized recipes were not always available and/or being followed as standardized. 3) Component contributions for standardized recipes not available or calculated correctly. 4) Any signage that promotes water or any other beverage as an alternative selection to fluid milk throughout the food service area is unallowable. | | | | | |

| | | <p>Offer vs Serve</p> <ol style="list-style-type: none"> Offer option with all students not taking the required ½ cup of fruit or vegetable plus at least two other items/components. Offer versus Serve is not understood by all employees and those who are monitoring meals. <p>Commendation(s): Staff eager to learn rules associated with OVS; meals are delicious!</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"> Standard operating procedures are not up to date. <p>Commendation(s): Sponsor does an excellent job with wellness and making certain students and adults have constant access to activities, information and an environment that centers around overall health.</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 | | | | | | | | | | | | |
| Yes | No | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p>D. Civil Rights</p> <p>Finding(s) Details:</p> <ol style="list-style-type: none"> Appropriate program materials did not contain the correct non-discrimination statement. | | | | | | | | | | | | | | | | | | | | | | | | |
| <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 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 type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Sponsor On-Site Monitoring</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Afterschool Snack Program</td> </tr> </tbody> </table> <p>Finding(s) Details:</p> <p>Professional Standards</p> <ol style="list-style-type: none"> Professional Standards requirements have not been met. <p>Comprehensive Resource Management</p> <ol style="list-style-type: none"> Nonprogram foods are not appropriately priced. Sponsor does not have a process in place for calculating its compliance with the revenue from non-program food requirements as explained in 7 CFR 210.14(f). <p>Afterschool Snack Program</p> <ol style="list-style-type: none"> Non-creditable menu items have been offered for the Afterschool Snack Program as well as offering insufficient quantities of some components. | 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 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"/> | Afterschool Snack Program |
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