

## 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:** Basehor-Linwood

**School Food Authority/Sponsor Number:** D0458

**Date of Administrative Review (Entrance Conference Date):** 12/13/16

**Date review results were provided to the School Food Authority/Sponsor:** 01/12/17

**Date review summary was publicly posted:** 02/09/17

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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<b>A. Program Access and Reimbursement</b>		
		<b>Yes</b>	<b>No</b>	
		<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
Finding(s) Details: <b>Certification and Benefit Issuance</b> 1) 1.63% of applications reviewed were incorrectly determined. 2) Overt identification of student meal eligibility status was observed.  <b>Meal Counting and Claiming</b> 1) Sponsor is not following their approved Sponsor-KSDE agreement/application, as follows: Alternate daily meal count forms were not approved, using flexibility for effective date of eligibility without approval.  Commendation(s): Great job completing verification and consolidating meal counts.				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>B. Meal Patterns and Nutritional Quality</b>		
		<b>Yes</b>	<b>No</b>	
		<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
Finding(s) Details: <b>Meal Components and Quantities</b> 1) Breakfast/Lunch daily and/or weekly component requirements were not always being met. 2) Lunch menu was missing required grain component for the last few students.  <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.  Commendation(s): Great job offering a variety of menu options to students that meet the dietary specification.				

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>C. School Nutrition Environment</b></p> <table border="1"> <thead> <tr> <th style="width: 10%;">Yes</th> <th style="width: 10%;">No</th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Food Safety</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Local School Wellness Policy</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Competitive Foods</td> </tr> </tbody> </table> <p>Finding(s) Details:  <b>Food Safety</b>            1) Thermometer calibration logs are incomplete or missing.            2) Food safety inspection report(s) is not posted in a publically viewable location.</p> <p><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.</p> <p>Commendation(s):            Great job obtaining training, maintaining all required reports and records for the required time period and providing school breakfast program and summer food service program outreach.</p>	Yes	No		<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									
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<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>D. Civil Rights</b></p> <p>Commendation(s):  <u>Nondiscrimination poster was posted in view of the participants.</u></p>																					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>E. Other Areas of Review</b></p> <table border="1"> <thead> <tr> <th style="width: 10%;">Yes</th> <th style="width: 10%;">No</th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Comprehensive Resource Management</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Professional Standards</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Buy American</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Summer Food Service Program Outreach</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>School Breakfast Program Outreach</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><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>Comprehensive Resource Management</b>            1) 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 201.14(f).</p> <p>Commendation(s):            Great job obtaining training, maintaining all required reports and records for the required time period and providing school breakfast program and summer food service program outreach.</p>	Yes	No		<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 checked="" type="checkbox"/>	<input type="checkbox"/>	Sponsor On-Site Monitoring
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