

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: Winfield

School Food Authority/Sponsor Number: D0465

Date of Administrative Review (Entrance Conference Date): 02/22/17

Date review results were provided to the School Food Authority/Sponsor: 03/24/17

Date review summary was publicly posted: 04/18/17 and update 06/26/17

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) 1.1% of applications reviewed were incorrectly determined. 2) Incorrect conversion factors were used when processing applications. 3) Directly certified students were not correctly certified, documented, and/or extended to additional household members. 4) Overt identification of student meal eligibility status was observed and 6A forms were not on file for all staff with access to F/R benefit status information. <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. Applications selected for verification were incorrectly verified. b. Sponsor did not meet follow-up requirements if the household failed to respond. c. Households with a change in benefit level were not changed in a timely manner according to FNS guidelines. <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: sites observed are “offer” per site applications, however “serve” is practiced by the sites at lunch. 2) For the review period, meal counts by category were not correctly used in the claim for reimbursement. 3) The point of service does not provide an accurate meal count by eligibility category. 4) Meal Count edit checks are not completed daily. <p>Commendation(s): % error of application approvals has decreased since last review. Good job!</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 checked="" type="checkbox"/>	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis	
		Finding(s) Details:			
		Meal Components and Quantities			
		<ol style="list-style-type: none"> 1) Lunch daily and/or weekly component requirements were not always being met. 2) Lunch menu was missing required component or vegetable subgroup. 3) Production Records did not list all items available as part of a reimbursable meal. 4) Production records were available but were not being completed correctly. 5) Serving utensil actually used did not match serving size indicated on the production record. 6) CN labels/Product Formulation Statements were unavailable for all items that were not in the USDA Food Buying Guide. 7) Variety of milk was not available throughout meal service. 8) Milk substitute offered does not meet the USDA per cup criteria to be offered as an allowed milk substitute. 			
		Offer vs Serve			
		<ol style="list-style-type: none"> 1) Offer option with all students not taking the required ½ cup of fruit or vegetable plus at least two other items/components. 2) The Offer or Serve option as indicted on the Site Application was not being followed. 3) 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. 4) Signage listing menu items at the beginning of the line did not include the requirement for students to take at least ½ cup fruit or vegetable. 			
Dietary Specification and Nutrient Analysis					
<ol style="list-style-type: none"> 1) Lunch analysis indicated the following weighted average values exceeded meal pattern requirements: Calories and Sodium. 2) Breakfast analysis indicated the following weighted average values exceeded meal pattern requirements: Calories and Sodium. 					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	C. School Nutrition Environment			
		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	
		Finding(s) Details:			
		Food Safety			
<ol style="list-style-type: none"> 1) Food safety plan is missing required elements. 2) Annual review of food safety plan was not completed. 3) Monthly HACCP food safety checklists, thermometer calibration logs, fridge, freezer and milk cooler temperature logs, and food temperature logs are incomplete or missing. 4) Food safety sanitation procedures are not being implemented. 5) Food safety inspection report(s) is not posted in a publically viewable location. 					

		6) Food and supplies are not being properly stored. 7) Food safety plan is not available at each site. Competitive Foods 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) Free potable water is not accessible to all students during meal periods.																					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	D. Civil Rights Finding(s) Details: 1) Sponsor does not have an adequate process for receiving and processing alleged complains of discrimination in FNS School Meal Program. 2) Sponsor did not complete the civil rights training for all front line staff. Complete documentation of topics discussed and participants were not on file. 3) The correct USDA "And Justice for All" poster was not displayed in clear view of program participants.																					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E. Other Areas of Review <table border="1" style="width: 100%; border-collapse: collapse;"> <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 checked="" type="checkbox"/></td> <td style="text-align: center;"><input 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> Finding(s) Details: Buy American 1) Buy American provision requirement was not followed for all products on site. Sponsor On-Site Monitoring 1) Sponsor on-site monitoring review forms indicated no corrective action needed at sites, however KSDE review of general areas conducted during the on-site Administrative Review found need for corrective action in the general areas of review. Professional Standards 1) Professional Standards requirements have not been met and/or tracked for 14+ staff members with daily operational food service duties. Comprehensive Resource Management 1) Nonprogram foods are not appropriately priced.	Yes	No		<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 checked="" type="checkbox"/>	<input type="checkbox"/>	Sponsor On-Site Monitoring
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