

## 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:** Galena

**School Food Authority/Sponsor Number:** D0499

**Date of Administrative Review (Entrance Conference Date):** 03/07/17

**Date review results were provided to the School Food Authority/Sponsor:** 04/20/17

**Date review summary was publicly posted:** 05/15/17

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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 checked="" type="checkbox"/>	<input type="checkbox"/>	Verification	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Counting and Claiming	
<p>Finding(s) Details:</p> <p><b>Certification and Benefit Issuance</b></p> <p>1) 4.5% of applications reviewed were incorrectly determined.</p> <p><b>Verification</b></p> <p>1) Sponsor did not correctly complete the verification process as follows:</p> <p style="padding-left: 20px;">a. Households with a change in benefit level were not changed in a timely manner according to FNS guidelines.</p> <p><b>Meal Counting and Claiming</b></p> <p>1) Program agreement is not being followed. Eligible PK students are not included on the site application for the lunch meal service.</p> <p>Commendation(s):</p> <p>The meal claim for the review month was completed with zero errors. Great job!</p>					
<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	
<p>Finding(s) Details:</p> <p><b>Meal Components and Quantities</b></p> <p>1) Breakfast/Lunch daily and/or weekly component requirements were not always being met.</p> <p>2) Information recorded on production records didn't always match component documentation.</p> <p><b>Offer vs Serve</b></p> <p>1) The Offer or Serve option as indicted on the Site Application was not being followed.</p> <p>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> <p>3) 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.</p> <p>Commendation(s):</p> <p>Dietary specifications are met for sodium, fats, and calories!</p>					

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>C. School Nutrition Environment</b>		
		<b>Yes</b>	<b>No</b>	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Food Safety
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local School Wellness Policy
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Competitive Foods
Commendation(s): Sponsor is doing a great job of complying with requirements for food safety, wellness, and competitive foods!				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>D. Civil Rights</b>		
		Commendation(s): Sponsor is in compliance with all civil rights requirements.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>E. Other Areas of Review</b>		
		<b>Yes</b>	<b>No</b>	
		<input type="checkbox"/>	<input checked="" 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
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fresh Fruit & Vegetable Program
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Afterschool Snack Program
		Finding(s) Details: <b>Buy American</b> 1) Buy American provision requirement was not followed for all products on site.  <b>Fresh Fruit &amp; Vegetable Program (FFVP)</b> 1) The FFVP is not being properly administered: a) FFVP snack is not made available to all enrolled students. b) Students are being allowed to take the FFVP snack home.  <b>Afterschool Snack Program (ASP)</b> 1) The ASP monitoring form is not correctly complete.		