

## 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:** Trinity Lutheran School

**School Food Authority/Sponsor Number:** X0715

**Date of Administrative Review (Entrance Conference Date):** 02/21/17

**Date review results were provided to the School Food Authority/Sponsor:** 03/21/17

**Date review summary was publicly posted:** 04/18/17 and updated 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"/>	<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) Directly certified students were not correctly certified, documented, and/or extended to additional household members.</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. No attempt was made to directly verify the household(s) selected for verification</p> <p><b>Meal Counting and Claiming</b>            1) Sponsor is not following their approved Sponsor-KSDE agreement/application, as follows: Sponsor application indicated adult meal price charged was \$3.70, however \$3.50 was price charged for adult meals during on-site review.            2) For the review period, meal counts by category were not correctly used in the claim for reimbursement.            3) Meal Counts by category were not correctly combined and recorded.            4) Sponsor's meal counting/claiming procedure for field trip meals does not meet requirements.</p> <p>Commendation(s):            Verification determination accurately completed.</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
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												
<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 type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Offer versus Serve</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Dietary Specifications and Nutrient Analysis</td> </tr> </tbody> </table> <p>Finding(s) Details:  <b>Meal Components and Quantities</b>            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 were available but were not being completed correctly.            4) CN labels/Product Formulation Statements were unavailable for all items that</p>	Yes	No		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Offer versus Serve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis
Yes	No													
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities												
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Offer versus Serve												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis												

		<p>were not in the USDA Food Buying Guide.</p> <p><b>Dietary Specification and Nutrient Analysis</b></p> <p>1) Lunch analysis indicated the following weighted average values exceeded meal pattern requirements: Calories and Sodium.</p> <p>Commendation(s):          Sponsor does nutrition education with students on menu items and components to complete the Healthy Plate poster at the end of the meal. Students are engaged and seem to enjoy this activity, great job!</p>																					
<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 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:  <b>Food Safety</b></p> <ol style="list-style-type: none"> <li>Standard operating procedures are not up to date.</li> <li>Annual review of food safety plan was not completed.</li> <li>Thermometer calibration logs and Monthly HACCP checklist logs are incomplete or missing.</li> <li>HACCP Process numbers are not documented for menu items.</li> <li>The most recent food safety inspection report was not posted in a publicly visible location.</li> </ol>	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																						
<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																					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>D. Civil Rights</b></p> <p>Finding(s) Details:</p> <ol style="list-style-type: none"> <li>No documentation requesting a modification is available for one student receiving Soy Milk participating in the SMP.</li> <li>Sponsor did not implement adequate procedures for collecting and maintaining ethnicity data.</li> </ol>																					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>E. Other Areas of Review</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>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 checked="" type="checkbox"/></td> <td><input 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> </tbody> </table> <p>Finding(s) Details:</p> <p><b>Buy American</b></p> <ol style="list-style-type: none"> <li>Buy American provision requirement was not followed for all products on site.</li> </ol> <p><b>Professional Standards</b></p> <ol style="list-style-type: none"> <li>Professional Standards requirements have not been met.</li> </ol> <p><b>Comprehensive Resource Management</b></p> <ol style="list-style-type: none"> <li>Nonprogram foods are not appropriately priced.</li> </ol>	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 type="checkbox"/>	<input checked="" type="checkbox"/>	Sponsor On-Site Monitoring
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 type="checkbox"/>	<input checked="" type="checkbox"/>	Sponsor On-Site Monitoring																					

		<ul style="list-style-type: none"><li>2) Payment has not been transferred to the FS Fund for the SMP payments received at enrollment from households.</li><li>3) Payment has not been transferred to the FS Fund for the Special Milk payments received at enrollment from households.</li></ul>
--	--	--