

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: St. Joseph Elementary

School Food Authority/Sponsor Number: X0784

Date of Administrative Review (Entrance Conference Date): 04/11/17

Date review results were provided to the School Food Authority/Sponsor: 05/10/17

Date review summary was publicly posted: 06/06/17

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<p>A. Program Access and Reimbursement</p> <table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Certification and Benefit Issuance</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Verification</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Meal Counting and Claiming</td> </tr> </tbody> </table> <p>Commendation(s): Applications approved correctly, verification completed correctly, March 2017 claim accurately filed. Excellent job!</p>	Yes	No		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Certification and Benefit Issuance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Counting and Claiming
Yes	No													
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Certification and Benefit Issuance												
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verification												
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Counting and Claiming												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>B. Meal Patterns and Nutritional Quality</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 checked="" type="checkbox"/></td> <td><input 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:</p> <p>Meal Components and Quantities</p> <ol style="list-style-type: none"> 1) Production records were available but were not being completed correctly. 2) Serving actually used did not match serving size indicated on the production record. 3) Standardized recipes were not always available and/or being followed as standardized. <p>Offer vs Serve</p> <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. <p>Dietary Specification and Nutrient Analysis</p> <ol style="list-style-type: none"> 1) Canned fruit in heavy syrup was found in storeroom inventory. <p>Commendation(s): Great job identifying reimbursable meals and meeting meal pattern requirements.</p>	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
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												
<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:</p> <p>Food Safety</p> <ol style="list-style-type: none"> 1) Thermometers are not calibrated every two weeks. 2) HACCP process numbers are not identified for each menu item. 	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<p>D. Civil Rights</p> <p>Commendation(s): Civil rights training roster is on file and NDS poster displayed within view of participants.</p>																					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>E. Other Areas of Review</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">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 type="checkbox"/></td> <td style="text-align: center;"><input checked="" 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 type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Sponsor On-Site Monitoring</td> </tr> </tbody> </table> <p>Finding(s) Details: Comprehensive Resource Management 1) Sponsor has not documented/calculated nonprogram food revenue compliance.</p>	Yes	No		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Comprehensive Resource Management	<input type="checkbox"/>	<input checked="" 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
Yes	No																						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Comprehensive Resource Management																					
<input type="checkbox"/>	<input checked="" 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																					