

## 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:** Holy Name

**School Food Authority/Sponsor Number:** X0789

**Date of Administrative Review (Entrance Conference Date):** 11/29/16

**Date review results were provided to the School Food Authority/Sponsor:** 12/28/16

**Date review summary was publicly posted:** 01/27/17

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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) 3.7% of applications reviewed were incorrectly determined.                  2) Overt identification of student meal eligibility status was observed.</p> <p><b>Verification</b></p> <p>1) Sponsor did not correctly complete the verification process as follows:                      a. A confirmation review was not appropriately conducted and/or documented.</p> <p><b>Meal Counting and Claiming</b></p> <p>1) Sponsor is not following their approved Sponsor-KSDE agreement/application, as follows: The meal prices in School Administrator did not match those approved on the Sponsor Application in KN-CLAIM.</p> <p>Commendation(s):                  Great job consolidating meal counts.</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) The whole grain rich requirement was not always being met.                  2) Variety of milk was not available throughout meal service.</p> <p><b>Offer vs Serve</b></p> <p>1) 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>Commendation(s):                  Nice job serving quality meals the students enjoy in an inviting atmosphere.</p>		

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>C. School Nutrition Environment</b>		
		<b>Yes</b>	<b>No</b>	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Safety
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Competitive Foods
Finding(s) Details: <b>Food Safety</b> 1) Standard operating procedures are not up to date. 2) Annual review of food safety plan was not completed. 3) Temperature logs are incomplete or missing. 4) Food safety inspection report(s) is not posted in a publically viewable location. 5) Food safety plan is not available at each site.  <b>Local School Wellness Policy</b> 1) Public is not notified of how to view sponsor's wellness policy.  Commendation(s): Nice job taking and recording temperatures of refrigerators and freezers, maintaining records for the required time period.				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>D. Civil Rights</b>		
		Finding(s) Details: 1) Sponsor did not complete the civil rights training for all front line staff. Complete documentation of topics discussed and participants were not on file.  Commendation(s): Current non-discrimination poster was posted in view of the participants.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>E. Other Areas of Review</b>		
		<b>Yes</b>	<b>No</b>	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Comprehensive Resource Management
		<input checked="" type="checkbox"/>	<input 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
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Afterschool Snack Program
		Finding(s) Details: <b>Professional Standards</b> 1) Professional Standards requirements have not been met.  <b>Comprehensive Resource Management</b> 1) Sponsor has not maintained a nonprofit School Food Service Account. 2) Nonprogram foods are not appropriately priced.  <b>Afterschool Snack Program</b> 1) Afterschool Snack Program daily component requirements were not always being met. 2) Afterschool Snack Program menu was missing one of two required components. 3) Afterschool Snack Program monitoring review was not completed.  Commendation(s): Great job providing school breakfast program and summer food service program outreach.		