

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 Catholic Elementary

School Food Authority/Sponsor Number: X0868

Date of Administrative Review (Entrance Conference Date): 02/24/17

Date review results were provided to the School Food Authority/Sponsor: 03/22/17

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"/>	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) 5.26% of applications reviewed were incorrectly determined. 2) Form 6A was not on file for those with access to F/R applications and/or eligibility status information in POS software. <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. Households with a change in benefit level were not changed in a timely manner according to FNS guidelines. <p>Commendation(s):</p> <p>Accurate POS count is maintained and reports completed accurately daily. January 2017 claim accurately filed. Great 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	
<p>Finding(s) Details:</p> <p>Meal Components and Quantities</p> <ol style="list-style-type: none"> 1) Breakfast/Lunch daily and/or weekly component requirements were not always being met. 2) Lunch menu was missing required component and vegetable subgroup. 3) The whole grain rich requirement was not always being met. 4) Production records were available but were not being completed correctly. 5) CN labels/Product Formulation Statements were unavailable for all items that were not in the USDA Food Buying Guide. 6) Variety of milk was not offered throughout meal service. <p>Offer vs Serve</p> <ol style="list-style-type: none"> 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. 2) 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 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 did not meet meal pattern requirements: Calories. Commendation(s): Staff create welcoming environment for students in the cafeteria.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	C. School Nutrition Environment	
		Yes	No
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Finding(s) Details: Food Safety 1) Thermometer calibration logs, HACCP monthly checklists, food, and fridge/freezer/milk cooler temperature logs are incomplete or missing. 2) HACCP process numbers are not documented for menu items.	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	D. Civil Rights Commendation(s): No errors noted, civil rights training documentation on file and NDS poster is displayed. Great job!	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E. Other Areas of Review	
		Yes	No
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Finding(s) Details: Buy American 1) Buy American provision requirement was not followed for all products on site. Professional Standards 1) Professional Standards requirements have not been met. Comprehensive Resource Management 1) Sponsor did not maintain records to document compliance with revenue from nonprogram .food requirements. USDA ratio calculation was not used.	