

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: EmberHope, Inc.

School Food Authority/Sponsor Number: X0913

Date of Administrative Review (Entrance Conference Date): 04/05/17

Date review results were provided to the School Food Authority/Sponsor: 05/03/17

Date review summary was publicly posted: 05/31/17

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 | | | | | | | | | | | | |
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| <input checked="" type="checkbox"/> | <input 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 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:</p> <p>Verification</p> <p>1) Sponsor did not correctly complete the verification process as follows:</p> <p style="padding-left: 20px;">a. Sponsor did not complete verification.</p> <p>Meal Counting and Claiming</p> <p>1) Sponsor is not following their approved Sponsor-KSDE agreement/application, as follows: Sponsor has one site application approved in KN-CLAIM, however has been operating a second site since July 2015 and adding meals served at the second site to the approved site's site claim. Additionally, site application is not kept up to date with correct breakfast serving times.</p> <p>2) For the review period, meal counts by category were not correctly used in the claim for reimbursement.</p> <p>3) The point of service does not provide an accurate meal count by eligibility category.</p> | Yes | No | | <input type="checkbox"/> | <input checked="" 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 type="checkbox"/> | <input checked="" 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. 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> <p>1) Breakfast/Lunch daily and/or weekly component requirements were not always being met.</p> <p>2) The whole grain rich requirement was not always being met.</p> <p>3) CN labels/Product Formulation Statements were unavailable for all items that were not in the USDA Food Buying Guide.</p> <p>4) Standardized recipes were not always available and/or being followed as standardized.</p> <p>5) Variety of milk was not available throughout meal service.</p> <p>Offer vs Serve</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>Dietary Specification and Nutrient Analysis</p> <p>1) Products containing trans fat were found in inventory.</p> <p>2) A nutrient analysis is being conducted for missing components and/or probability of exceeding dietary specifications.</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 | | | | | | | | | | | | |
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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | C. School Nutrition Environment | | | | | | | | | | | | | | | | | |
| | | Yes | No | | | | | | | | | | | | | | | | |
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| | | <p>Finding(s) Details:</p> <p>Food Safety</p> <ol style="list-style-type: none"> 1) Food temperatures, fridge/freezer temperature and thermometer calibration logs are incomplete or missing. 2) HACCP Process numbers are not documented for menu items. 3) Food safety inspection report(s) is not posted in a publically viewable location. 4) Food and supplies are not being properly stored. 5) Food safety plan is not available at each site. | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | D. Civil Rights | | | | | | | | | | | | | | | | | |
| | | <p>Finding(s) Details:</p> <ol style="list-style-type: none"> 1) Sponsor does not have an adequate process for receiving and processing alleged complains of discrimination in FNS School Meal Program. 2) The correct USDA "And Justice for All" poster was not displayed in clear view of program participants. | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | E. Other Areas of Review | | | | | | | | | | | | | | | | | |
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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| | | <p>Finding(s) Details:</p> <p>Summer Food Service Program Outreach</p> <ol style="list-style-type: none"> 1) Summer Food Service Program outreach is not conducted by sponsor. <p>Buy American</p> <ol style="list-style-type: none"> 1) Buy American provision requirement was not followed for all products on site. <p>Sponsor On-Site Monitoring</p> <ol style="list-style-type: none"> 1) Sponsor on-site monitoring form not completed in required timeframe. <p>Professional Standards</p> <ol style="list-style-type: none"> 1) Professional Standards requirements have not been met. <p>Comprehensive Resource Management</p> <ol style="list-style-type: none"> 1) Sponsor did not maintain records to document compliant with revenue from non-program foods requirements, ratio calculation was not used/completed. <p>Afterschool Snack Program</p> <ol style="list-style-type: none"> 1) Sponsor has not completed required monitoring of the Afterschool Snack Program. 2) Afterschool Snack Program Meal Pattern requirements were not met due to missing components or insufficient quantities offered. Planned portions and meal components were not documented on all production records. | | | | | | | | | | | | | | | | | |