



219 North Main Street, Suite 402
Barre, VT 05641 (p) 802-479-1030 | (f) 802-479-1835

Administrative Review Summary

Section 207 of the HHKFA amended section 22 of the NSLA (42 U.S.C. 1769c) to require State Agencies 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) require the State Agency to post a summary of the most recent final administrative review results for each SFA on the State Agency's publicly available website. It is the policy of the Vermont State Agency to provide each SFA with review findings at the exit conference.

School Food Authority Name: Caledonia Central Supervisory Union

Self-operated ☒

Food Service Management Company Contract ☐

Date(s) of Administrative Review: 10/26/2022

Date review summary was publicly posted:

General Program Participation

1. What Child Nutrition Programs does the School Food Authority operate?

School Breakfast Program ☒

National School Lunch Program ☒

Fresh Fruit and Vegetable Program ☐

Afterschool Snack ☐

Special Milk Program ☐

Seamless Summer Option ☒

2. Does the School Food Authority operate under any Special Provisions? *(These provisions are an alternative to household applications for free and reduced price meals in high poverty areas.)*

Community Eligibility Provision ☐

Special Provision 1 ☐

Special Provision 2 ☐

Special Provision 3 ☐

N/A ☒

Review Findings

3. Commendations:

Twinfield Union School had very thorough meal pattern documentation which contained no errors. The homemade muffins at Cabot school filled the cafeteria with a delightful aroma.

4. Were any findings identified during the review of this SFA? ☒ YES ☐ NO
If yes, indicate the areas and what issues were identified in the findings review below.

REVIEW FINDINGS

A. Meal Access and Reimbursement

1. **Certification and Benefit Issuance** – Validation of the SFA certification of students' eligibility for free or reduced-price meals

YES ☒ NO ☐

Finding Detail:

- The SFA did not provide a copy of their Direct Certification notification letter for review.

2. **Verification** – Validation of the process used by the SFA to confirm selected students' eligibility for free and reduced-price meals

YES ☒ NO ☐

Finding Detail:

- The verification process was not completed.
- The verification report was not submitted by December 15th, 2021.

3. **Meal Counting and Claiming** – Validation of the SFA meal counting and claiming system that accurately counts, records, consolidates, and reports the number of reimbursable meals claimed by category

YES ☒ NO ☐

Finding Detail:

- Meal counts were not submitted for Cabot School.

B. Meal Pattern and Nutritional Quality

1. **Meal Components and Quantities** – Validation that meals claimed for reimbursement contain the required meal components / food components and quantities

YES ☒ NO ☐

Finding Detail:

- The meal pattern documentation from Cabot school was missing child nutrition labels and product formulation statements. Production records were not documenting components correctly or consistently.

2. **Offer versus Serve (OVS)** – Validation of SFA compliance with provision that allows students to decline some of the food components offered

YES ☐ NO ☒

Finding Detail:

3. **Dietary Specifications and Nutrient Analysis** – Validation that meals offered to children through the school meal programs are consistent with federal standards

YES ☒ NO ☐

Finding Detail:

- The menu certification sheets for Cabot School and Twinfield Union School were not submitted for review.

C. General Program Compliance

1. **Civil Rights** – Validation of SFA compliance with civil rights requirements as applicable to the Child Nutrition Programs

YES ☒ NO ☐

Finding Detail:

- Annual civil rights training for all staff in the SFA was not submitted for review.
- The incorrect shortened USDA nondiscrimination statement was used in a press release.

2. **SFA On-site Monitoring** – Validation that each SFA with more than one school operating the NSLP performs required onsite reviews as specified by regulations

YES ☐ NO ☒

Finding Detail:

3. **Local School Wellness Policy and School Meal Environment**– Documentation of compliance with the established Local School Wellness Policy

YES ☐ NO ☒

Finding Detail:

4. **Smart Snacks in School** – Validation of the SFA compliance with regulations for all food and beverages to students outside of the reimbursable meal

YES ☐ NO ☒

Finding Detail:

5. **Professional Standards** – Validation of the SFA compliance with required hiring standards and annual training requirements

YES ☐ NO ☒

Finding Detail:

6. **Water** – Documentation that children have access to water during the lunch and breakfast meal services

YES ☐ NO ☒

Finding Detail:

7. **Food Safety and Storage** – Validation that schools meet food safety and storage requirements

YES ☐ NO ☒

Finding Detail:

8. **Buy American** – Documentation that schools comply with Buy American provision and policy specified by regulation

YES ☒ NO ☐

Finding Detail:

- Non-compliant Buy American provision products were identified during the onsite review that did not have proper exception documentation.

9. **Reporting and Recordkeeping** – Evidence that reports are submitted and maintained with other program records as required

YES ☐ NO ☒

Finding Detail:

10. **School Breakfast Program and Summer Food Service Program Outreach** – Validation that SFA informs families of the availability of breakfasts offered under the School Breakfast Program and meals offered through the Summer Food Service Program

YES ☐ NO ☒

Finding Detail:

D. Other Federal Program Reviews

1. **The NSLP Afterschool Snack Service** – Documentation that nutritionally-balanced snacks are served, appropriate educational or enrichment activities are provided and counting and claiming is accurate.

YES ☐ NO ☐ N/A ☒

Finding Detail:

2. **Seamless Summer Option** – Evidence that the SFA adheres to the same meal service rules and claiming procedures used during the regular school year

YES ☐ NO ☐ N/A ☒

Finding Detail:

3. **Fresh Fruit and Vegetable Program** – Validation that participating schools increase children's exposure to and consumption of a variety of fruits and vegetables and operate the program as prescribed

YES ☐ NO ☐ N/A ☒

Finding Detail:

4. **Special Milk Program** – Documentation that the SFA is operating the program in compliance with regulatory requirements and in accordance with the State Agency approved agreement

YES ☐ NO ☐ N/A ☒

Finding Detail:

E. Resource Management

1. **Resource Management** – Validation that SFA ensures the overall financial health of the school food service including non-profit food service account, paid lunch equity, revenue from non-program foods and indirect costs

YES ☒ NO ☐

Finding Detail:

- The resource management documentation was not submitted for the SFA.
- The SFA flagged for an in-depth review from non-program foods. The back-up documentation was not submitted.
- The adult lunch price is currently at \$4.00 which is under the minimum adult meal price of \$4.72.