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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: **Addison Central School District**

Self-operated

Food Service Management Company Contract

Date(s) of Administrative Review: 11/14-16/2017

Date review summary was publicly posted: 3/21/2018

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

Review Findings

3. Commendations:

All district and school staff have positive attitudes and the willingness to make changes is much appreciated. The consolidation from a supervisory union to a school district offers a nice opportunity to introduce efficiencies into the program and move into full compliance.

When the reviewers walked into Ripton Elementary the smell of the muffins of drew us into the kitchen. The meal signage at Bridport was very creative.

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. Program 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 Master List provided by the school district was not current.

A number of free and reduced applications were incomplete or calculated incorrectly.

The direct certification lists were not checked the minimum of three times per year.

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 sample pool was not correct as it included denied applications and applications for students who had become directly certified.

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:

Teachers assist with meal counting, however they have not received any program training to recognize a reimbursable meal.

During lunch observation at Ripton on 11/14/2017, a student was responsible for the meal counting for a large portion of meal service

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:

In assessing the Ripton Elementary Schools production records from day of review it was determined they were not offering a full cup of fruit – they were only offering 1/2 cup of fruit.

Teachers need training on meal pattern, food safety and sanitation, and civil rights to adequately assist with meal service.

Bridport Elementary school was not using the proper utensils when serving breakfast meals; portions were not sufficient.

Bridport and Ripton Elementary Schools were serving non whole grain rich products.

Meal signage at Bridport and Ripton Elementary did not include the ½ cup minimum fruit and/or vegetable requirement.

Ripton and Bridport Elementary were not completing the most recent production records/forms to document meals served.

- 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:

Ripton Elementary School is using 8oz cups to serve milk. The school must either purchase larger glasses or purchase cartons, which serve the correct 8-ounce serving size and eliminate a lot of potential for spills.

- 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 butter Blend used at Bridport Elementary contains Trans Fat. No products served in the Child Nutrition Programs may contain trans-fat, except for those that are naturally occurring.

It is recommended that Bridport Elementary school purchase lower sodium soups.

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:

All staff involved in the operation and implementation of the child nutrition programs must have Child Nutrition-specific training. Each SFA must have a procedure for handling complaints of discrimination.

The Breakfast carts used at Ripton Elementary School should have a nondiscrimination poster on them.

At Bridport Central School there was an out of date nondiscrimination poster hanging outside the office.

The menu at Bridport Elementary included an incorrect nondiscrimination statement

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:

The monitoring for Salisbury, Shoreham, and Weybridge for the 16/17 School Year was not completed prior to February 1.

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

YES NO

Finding Detail:

The school district Wellness Policy needs to be updated. It does not indicate whether the superintendent or a designee will ensure compliance. It does not specify goals for other school based activities to promote wellness.

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:

Professional Development hours for the School District are not being documented.

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

YES NO

Finding Detail:

Water is not a reimbursable meal component and must not be advertised as a milk alternative.

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

YES NO

Finding Detail:

There was no food safety plan or HACCP-based Standard Operating Procedure (SOPs) at Ripton Elementary or Bridport Elementary School. Staff were not checking and recording freezer, refrigerator, or dishwasher temperatures. The most recent health inspection was not publicly posted. Dry storage bins need to be elevated six inches off the floor. Hair restraints are needed for all kitchen employees at Ripton Elementary School.

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

YES NO

Finding Detail:

Non- Buy American Compliant Products found at Ripton Elementary School include: -mandarin oranges from China

Unsweetened Applesauce from Canada

Onions from Canada

Cucumbers from Spain

Many frozen produce and meat items did not have labels making it impossible to determine country of origin

Non-Buy American Compliant Products found at Bridport Central School include: Instant Yeast from Mexico

Granulated garlic from China

Canned diced peaches from China
Canned apple from Canada
Cucumbers from Spain
Tomatoes from Mexico

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:

Teachers must wear gloves when assisting students with their Fresh Fruit and Vegetable snack.

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: