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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 Northwest School District

Self-operated

Food Service Management Company Contract

Date(s) of Administrative Review: 1/16 & 17/2018

Date review summary was publicly posted: 3/23/2018

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## 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:

The School District should be proud of the strong staff commitment to serving quality meals to students.

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:** Documentation for all students determined eligible for free and reduced-price meal benefits was reviewed and some household applications were incorrectly approved
- 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:** There was no documentation indicating a confirmation review or attempt to directly verify students occurred.
- 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:** The Point of Service system at Ferrisburgh Central needs to be updated.

### 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:** During breakfast at Ferrisburgh Central School, students were only offered one type of milk, not a variety of low fat and fat-free milk choices.

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:** The required reimbursable meal signage was missing or inadequate.

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:** There is no limit to the sugar and cream provided to high school students who purchase coffee.

### 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 Child Nutrition Programs did not have the required VTAOE Child Nutrition-specific Civil Rights training. The correct required nondiscrimination statement was not on all program materials. They did not have a written Civil Rights Complaint Procedure.

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:** Not all On-Site Monitoring Forms were thoroughly completed or signed.

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:** The bake sale at Vergennes Union High School on 1/17/18 did not follow the SmartSnack guidelines. The vending machine contained PowerAde, which cannot be sold to middle school students. All foods sold during the school day must meet nutrition standards.

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

YES  NO

**Finding Detail:** The SFA is tracking training, however they are not totaling the hours such that it can be easily determined how many hours each staff person still needs to complete.

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:** Temperatures for all food, refrigeration and freezer units, and dishwashers were not tracked and maintained on a daily basis.

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

YES  NO

**Finding Detail:** Documentation is not maintained to support the purchase of food from foreign countries.

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:** The online portion of the FFVP Application was not completed until the on-site review.

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 SFA has not yet billed for a catering event conducted in August 2017.