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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: **Orange North SU**

Self-operated

Food Service Management Company Contract

Date(s) of Administrative Review: 2/21/2017 – 2/22/2017

Date review summary was publicly posted: 10/03/2017

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### General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in?
  - 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: Staff are on track to complete their professional development requirements.

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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: Some applications were incomplete. Some applications were incorrectly processed. Policies were incomplete.**
- 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 incorrect.**
- 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:**

### B. Meal Patterns 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: Missing food components were noted. Insufficient counting and claiming system. Lunch program meals must be eaten on site**
- 2. Offer versus Serve** – 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:**

### C. General Compliance

- 1. Civil Rights** – Validation of SFA compliance with civil rights requirements as applicable to the Child Nutrition Programs  
YES  NO   
**Finding Detail: The Civil Rights training must be updated. A written Civil Rights Complaint Procedure is needed.**

2. **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** – Documentation of compliance with the established Local School Wellness Policy  
 YES  NO   
**Finding Detail: The current Wellness Policy should be updated.**
  
4. **Smart Snacks** – Validation of the SFA compliance with regulations for all food and beverages to students outside of the reimbursable meal  
 YES  NO   
**Finding Detail: Vending machine contents were not compliant.**
  
5. **Professional Standards** – Validation of the SFA compliance with required hiring standards and annual training requirements  
 YES  NO   
**Finding Detail: Tracking was not documented with required tracking tool.**
  
6. **Food Safety, Storage, Buy American** – Validation that schools meet food safety and storage requirements and comply with Buy American provisions specified by regulation  
 YES  NO   
**Finding Detail: Health inspection report should be publicly visible. Tongs should be added for food service. Thermometers are required. Temperatures must be logged. Buy American provisions were not met.**
  
7. **Summer and Breakfast Program Outreach** – Validation that SFA informs families of the availability of breakfasts offered under the School Breakfast Program and meals offered through the Sumer Food Service Program  
 YES  NO   
**Finding Detail: The required next steps for adding a program must be followed.**
  
8. **Other** – Validation that other general areas of compliance are met including water access and required report maintenance and submission  
 YES  NO   
**Finding Detail: Materials must be maintained for three years plus current year.**

#### **D. 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: Incorrect meal prices. Inadequate documentation; Non-program Revenue Tool was incorrectly completed.**