



219 North Main Street, Suite 402  
Barre, VT 05641 (p) 802-479-1360 | (f) 802-479-1822

## 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: **St. Johnsbury Academy**

Self-operated

Food Service Management Company Contract

Date(s) of Administrative Review: 2/08/2017 – 2/10/2017

Date review summary was publicly posted: 10/05/2017

---

### 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 meet Professional Development requirements
- 

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 incorrectly approved. Some applications were incomplete. The meal charge policy needs to be revised. Some of the Direct Certification approvals were incorrect. The Benefit Issuance List was incorrect.**

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 incorrectly implemented.**

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: Inaccurate claim for the month of review; an under-claim was noted. The site application indicated four points of service, not three.**

### 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: Some food components offered were non-compliant. Insufficient documentation in food production records.**

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: Cashiers could not accurately identify a reimbursable meal.**

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: Mandatory training must be completed. 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: On-site monitoring review was not conducted.**

3. **Local School Wellness Policy** – Documentation of compliance with the established Local School Wellness Policy  
YES  NO

**Finding Detail: Policy needs to 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: Non-compliant food items were being sold.**

5. **Professional Standards** – Validation of the SFA compliance with required hiring standards and annual training requirements  
YES  NO

**Finding Detail: Tracking of professional development was incomplete.**

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 used for food service.**

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 Summer Food Service Program  
YES  NO

**Finding Detail: Program outreach was not being conducted.**

8. **Other** – Validation that other general areas of compliance are met including water access and required report maintenance and submission  
YES  NO

**Finding Detail: Free potable water must be offered.**

**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: A comprehensive review was conducted.**