



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: The Village School of North Bennington

Self-operated

Food Service Management Company Contract

Date(s) of Administrative Review: December 5th and 6th, 2017

Date review summary was publicly posted: February 7, 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: The Staff of the Village School of North Bennington were extremely hospitable. The Head of The School was very engaged with AOE Child Nutrition Program staff during the entire Administrative Review process and, asked numerous clarifying questions that led to very productive dialog during the exit conference.
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:

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 application that was selected was from a student that was found on the Direct Certification list and therefore should not have been selected.

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 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:

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:

Technical assistance was provided on how frequently juice that can be offered.

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 Program Compliance

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

YES NO

Finding Detail:

The Head of School, school nurse, and teachers who facilitate the Fresh Fruit and Vegetable Program and assist with handing out utensils and fruit components during meal service must receive training.

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 Village School of North Bennington completed the on-site monitoring form for self-operating schools and not the form for schools using a Food Service Management Company.

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 Wellness policy must include establishing a wellness committee. The wellness policy must also establish goals for nutrition promotion.

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:
Staff need to be sure to label and date all products not in original containers and be sure that that information is in clear view upon opening the refrigerator and freezer. Staff also need to be sure to store all frozen or refrigerated meat on the bottom shelf.
8. **Buy American** – Documentation that schools comply with Buy American provision and policy specified by regulation
YES NO
Finding Detail:
The following food items were not in compliance:
- Canned Pineapple from Thailand
 - COR brand frozen carrots from Canada
 - Kiwi from Italy
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:

Although the school is not operating or planning to operate the Summer Food Service Program (SFSP), they still must inform their households of the program and help raise awareness of available meal site locations in the Bennington Area.

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:

In reviewing the required documentation it was noted that the amount of non-program food revenue listed on the financial report was different than the amount on the non-program revenue calculator; it was determined that the month of June had not been factored in.