



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: **Windsor County Youth Services Bureau**

Self-operated

Food Service Management Company Contract

Date(s) of Administrative Review: 10/26/2017

Date review summary was publicly posted: 03/26/2018

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. 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 Verification Report was not completed by the required December 15 deadline.

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 SFA has not submitted their School Year 2017-2018 Renewal Packet preventing them from filing claims for reimbursement. The SFA must provide the SA with meal count documentation for May, August, and October 2017.

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:

Separate production records are not kept for breakfast and lunch. Production records lack specific information about items offered and component contributions. Not all grains served were whole grain-rich. 1%, rather than fat-free, chocolate milk was served.

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:

Unlimited amounts of sugar are available to students for coffee at breakfast. Salt is offered to students at lunch in an environment where lower sodium levels are required. Heavy-duty mayonnaise was used in meals, as opposed to a lower-fat option.

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 nondiscrimination poster was not posted. The correct required nondiscrimination statement was not on all program materials.

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:

On-Site monitoring was not completed in School Year 2016-2017 and has yet to be conducted for School Year 2017-2018. The SU has until February 1 to complete this requirement.

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:

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

YES NO

Finding Detail:

Required professional development hours for all staff were not completed or tracked.

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:

The Health Inspection Report at Mountainside was not posted to be visible to the public. Dishwasher temperatures were not tracked and recorded at Mountainside. House at 20 Mile Stream did not have a Food Safety Plan. Hairnets were not worn by all staff involved in food preparation and service. There was a dog in and out of the kitchen at House at 20 Mile Steam.

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

YES NO

Finding Detail:

Sufficient documentation for the Buy American provision 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:

As indicated in the Meal Counting and Claiming section above, the SFA has not submitted their School Year 2017-2018 Renewal Packet preventing them from filing claims for reimbursement.

- 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:
Snack serving sizes are not documented. Four snacks on day of review did not contain the required number of components and may not be claimed for reimbursement. On-Site Monitoring of the snack program was not conducted during the first four weeks of operation.

- 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:

Non-program food is not financially and physically separate from program food.
Adult meals are not being tracked.