## 2016-17 NYSED Administrative Review Summary of Findings

SFA Name:	SFA LEA Code:				
Child Nutrition Programs (check all that apply):	□ NSLP	□ SBP	☐ Afterschool Snacks	☐ FFVP	□ SMP
Special Provision Option: ☐ CEP ☐ P2					
Date of Administrative Review (Entrance Conference	ce Date):				
Date review results were provided to the School Foo	od Authority	<b>:</b>			
Date review summary was publicly posted:					
□ No findings.	Meal Access	s and Reimbur	rsement		
_	Hear Access	anu Kennbul	<u>isement</u>		
Certification and Benefit Issuance:					
□ *Students were incorrectly certified for free of	or reduced p	orice meals.			
□ *Free or reduced price meal benefits were pro-	ovided to st	udents without	having appropriate certificati	on documentation	on on file.
☐ Students' prior year eligibility status was not	carried ove	er for the first 3	0 operating days of the curren	it school year.	
☐ Free benefits were not extended to all student	ts in a house	ehold containir	ng at least one directly certifie	d student.	
☐ Household applications were incorrectly deni	ied.				
□ *Student eligibility was not properly transfer	red to the be	enefit issuance	document.		
□ *Student eligibility updates were not made to	o the point o	of service benef	fit issuance document according	ng to SFA's esta	blished
timeframes.					
☐ The Direct Certification Matching Process w	as not condi	ncted as requir	ed		

Documentation to support that the following information was sent to households was not maintained:
☐ Income Application
☐ Parent letter
☐ Eligibility Notification letter
☐ Denial letter
☐ Direct Certification Notification letter
There is outdated, missing or incorrect information on:
☐ Income Application
□ Parent letter
☐ Eligibility Notification letter
☐ Denial letter
☐ Direct Certification Notification letter
Administrative Prerogative was incorrectly used.
cation:
The income verification process was not completed by November 15th.
An Alternate Sampling Method was used when the SFA did not meet the criteria required to use an alternate process.
No confirmation review was conducted on applications selected for verification.
The number of applications verified was incorrect.
Free and reduced price meal benefits for students of households that failed to respond to the verification request were not
terminated.
Applications were not correctly verified.
Appropriate changes were not made to the benefit status of a student(s) as a result of verification.

	Families not notified appropriately of	a change in benefit status as	a result of veri	fication:	
	☐ For a decrease in benefits, fan	nilies were not notified in wri	ting at least 10	calendar days	in advance
	☐ For an increase in benefits, far	milies were not notified withi	in 3 calendar da	ays	
	The letter sent to families who have b	een selected for verification	contains outdat	ed, missing or i	incorrect information.
	The Letter of Verification Results con	ntains outdated, missing or in	correct informa	ation.	
	The Verification Collection Report w	as not accurately completed.			
Meal (	Counting and Claiming:				
	*The claim for reimbursement was in	correctly consolidated.			
	This error is: ☐ Systemic	□ Non-Systemic	☐ Breakfast	□ Lunch	□ Snack
	*Meal counts by category were not co	ombined and recorded correct	tly on the clain	n for reimburser	ment.
	This error is: ☐ Systemic	□ Non-Systemic	☐ Breakfast	☐ Lunch	□ Snack
	The meal counting and claiming syste	em does not prevent overt ide	ntification of s	tudents receivir	ng free and reduced price benefits.
	*Meals are not counted at the point of	f service.	☐ Breakfast	☐ Lunch	□ Snack
		Meal Pattern and N	utritional Qua	<u>ality</u>	
Meal (	Components and Quantities				
	*Production records were not maintain	ned as required.	☐ Breakfast	□ Lunch	□ Snack
	*Meals Offered:				
	☐ did not contain all required co	mponents			
	☐ did not contain sufficient quar	ntities	☐ Repeat Fin	ding	
	☐ were not in portion sizes appro	opriate to each age/grade grou	up		
	*Meals served were incomplete				
	All required meal components were n	ot offered to students			
	Meals served were missing required of	components	☐ Breakfast	□ Lunch	☐ Snack

	*Grain items are not whole-grain rich.	☐ Repeat Finding
	*Fluid milk was not offered in at least two varieties.	☐ Repeat Finding
	*An unallowable milk type(s) was offered.	☐ Repeat Finding
Offer	versus Serve:	
	Signage indicating what constitutes a reimbursable mea	al was not displayed.
	*The meal service was not structured to comply with the	ne required age/grade group requirements.
		☐ Breakfast ☐ Lunch ☐ Snack
	Signage did not indicate meal requirements under Offe	r vs. Serve.
	Offer vs. Serve is not properly implemented.	
	Staff not adequately trained on Offer Versus Serve requ	uirements.
Dietar	ry Specifications and Nutrient Analysis:	
	*The nutrient analysis conducted of meals offered did	not meet the following Dietary Specifications for the age/grade group
	being served and:	
	☐ Calories ☐ Trans Fat	
	☐ Saturated Fat ☐ Sodium	
	☐ Repeat Finding	

	Resource Management
	The Nonprofit Food Service Account has an excess fund balance that exceeds three months' average operating expenses
	The Nonprofit Food Service Account has a negative ending fund balance
	The Paid Lunch Equity Tool was not completed prior to the review.
	The Non-program Food Tool was not completed prior to the review.
	Program foods are not separated from non-program foods.
	No assurance that the price of an adult meal covers all costs of the meal
	No assurance that non-program food revenue generates at least the same amount it costs to purchase the food.
	Indirect costs were charged to the nonprofit food service account without an approved indirect cost rate agreement.
	An incorrect base or rate was used to calculate indirect costs.
	General Program Compliance
Civil I	Rights:
	No documentation to support that a Public Announcement was released.
	The Public Announcement contains outdated, missing or incorrect information.
	Documentation to support annual civil rights training for all staff was not maintained.
	The USDA Non-Discrimination Statement is not included on all Program documents or is not the updated Non-Discrimination

☐ The SFA does not appear to be in compliance with all Civil Rights requirements.

Statement.

Water	
	Free potable water is not available to students during the meal service.
	□ Breakfast □ Lunch
Food S	Safety, Storage, and Buy American:
	No written food safety plan is maintained.
	The written food safety plan is outdated and/or does not reflect actual practices.
	No documentation to support that food safety inspections were requested from the health department.
	☐ The most recent health inspection was not posted in a publically visible location.
	☐ HACCP principles and/or local and State health standards are not being met.
	☐ No current permit to operate a food service
	☐ Improper personal hygiene
	☐ Cross-contamination is not prevented
	☐ Food temperatures not monitored/recorded
	☐ Refrigerator and/or freezer temperatures not monitored/recorded
	☐ Food prep and/or service areas not clean
	☐ Utensils/equipment not clean
	☐ Evidence of pests present
	Improper food storage
	A review of the food products on-site at reviewed schools and/or at off-site storage facilities indicated a violation of the Buy
	American provision.

Reporting	and Recordkeeping:
□ Pro	gram records are not maintained on file for three years plus the current year.
□ Rep	orts are not submitted to SED by deadlines.
☐ The	Verification Collection Report was not submitted by December 15 <sup>th</sup> .
	☐ Cash Analysis was not submitted by October 31st
	☐ Health Inspection Report was not submitted by October 15 <sup>th</sup>
	☐ The results of the independent review of applications was not submitted by October 31st
	☐ Reimbursement claims are not submitted within 60 days following the last day of the full month covered by the claim
SBP and S	FSP Outreach:
☐ The	School Breakfast Program is not being promoted as required.
☐ The	Summer Food Service Program is not being promoted as required.
Other Fed	eral Program Reviews:
□ *Th	e Afterschool Care Program (Snack) is not administered as required.
□ *Th	e Fresh Fruit and Vegetable Program is not administered as required.
□ *Th	e Special Milk Program is not administered as required.

\*Finding(s) that may result in fiscal action.