2024-25 NYSED Review Summary of Findings

Sponsor Name: Addison CSD

Sponsor LEA Code: 570101040000

Date of Site Review: 8/6/24

Date Site review results were provided to the Sponsor: 8/6/24

Date of Administrative Review: 12/4/24

Date Administrative review results were provided to the Sponsor: 12/4/24

Date Review Summary was publicly posted: 1/27/25

Site Review

☒ No Findings

Meal Service Times

☐ Meal service not observed.

☐ Meal components were not prepared and ready at the approved start time.

☐ Meals were served outside the approved meal service time.

Meal Service System

☐ Meal preparation not consistent with how the site was approved to operate:

☐ Meals prepared/delivered did not meet meal pattern requirements.

☐ The site was not able to produce the required item(s)/component(s) prior to meal service.

☐ The sponsor does not maintain adequate documentation to support meal substitutions for children with special dietary needs.

☐ The site does not have an adequate system to validate the number and quality of meals delivered.

☐ The delivery receipts do not itemize the number of meals by meal type.

☐ The site staff does not sign the delivery receipts.

☐ The site did not have a system to handle a breakdown in the meal delivery.

☐ The number of meals delivered to the site was greater than the approved CAP and were not served as first meals.

Observed Meal Service

☐ The number of meals delivered to the site was greater than the approved CAP; however, the excess meals were served as first meals to children or program adults.

☐ There is not adequate supervisory personnel at the site.

☐ There is not adequate operational personnel at the site.

☐ All items/components were not offered throughout the meal service.

☐ Meals served did not meet meal pattern requirements.

- [ ] Meals were consumed off- site.
- [ ] The site was not approved to implement FOC for the observed meal service.
- [ ] Vended meals were not served as a unit.
- [ ] The site was not approved to waive the unitized meal requirement.

Counting and Claiming

- [ ] The site did not have an accurate system to count complete first meals served to children.
- [ ] The site did not have an accurate system to correctly consolidate, and record meals served to children at multiple points of service.
- [ ] The site does not maintain separate meal counts.
- [ ] Non-program adults do not pay the full cost of the meal.
- [ ] The site did not have an accurate system to count all meal types served.

Meal Count Integrity

- [ ] The site's meal counts on the day of the review do not support the number of meals reported on the site's meal count sheets.
- [ ] The site did not provide a reasonable explanation or documentation regarding the significant discrepancy between the lower number of meals served on the day of review compared to the higher number of meals reported for prior meal service days.
- [ ] The procedure for preparing and ordering meals was not adequate to meet the objective of serving only one meal per child at each meal service.
- [ ] Meals served exceed approved CAP.
- [ ] Site has not updated the sponsor regarding increase in site CAP.
- [ ] Sponsor has not updated SED regarding increase in site CAP.

Menu

- [ ] No menu available on site.
- [ ] The menu records for the month of the review did not indicate that all required food items/components were offered.

Meal Production

- [ ] Production records were not maintained.
- [ ] Production records did not support that meals served met meal pattern requirements.
- [ ] Inaccurate production records. Sponsor did not include the specific portion size for each food component to support that adequate quantities of food components were prepared and served to children.

Food Safety

- [ ] The site did not have adequate facilities for holding meals.
- [ ] No procedures in place to ensure food safety.
- [ ] Cited health department violations have not been corrected.

☐ No current permit to operate a food service establishment.

☐ Water sample tests have not been submitted to the local health department.

☐ The health or safety of participating children determined to be in imminently threatened.

Eligibility

☐ All required eligibility documentation is not maintained:

☐ Applications were not correctly approved.

☐ Documentation at the site (closed enrolled) does not support the site's eligibility.

☐ Site does not have a valid camp permit.

Civil Rights Compliance

☐ The site does not appear to be in compliance with the Title VI of the Civil Rights Act of 1964.

Administrative Review

☒ No Findings

Sponsor Administration

☐ Sponsor's staff is unable to fulfill Program requirements.

☐ Sponsor has not demonstrated it has fiscal accountability of the program.

☐ Sponsor has not demonstrated it has administrative control of the program.

☐ The sponsor does not have a sufficient system to ensure health standards are met.

☐ The sponsor has no system to ensure meals were served at no charge.

☐ Corrections were not made for site review findings.

☐ Sponsor does not maintain required records.

☐ Sponsor did not notify the area from which it draws its attendance, the availability of free meals for eligible children.

☐ No Media Release

☐ No Parent Letter

Civil Rights

☐ The sponsor does not appear to be in compliance with the Title VI of the Civil Rights Act of 1964.

Sponsor Training

☐ No documentation of site staff training.

☐ No documentation of administrative staff training.

☐ No documentation of training dates.

☐ Training documentation does not contain all minimum topics.

☐ No documentation of who attended training.

- [ ] Documentation of who attended training is insufficient.
- [ ] The sponsor's system is inadequate.
- [ ] The sponsor has no system.

Sponsor Monitoring

- [ ] Documentation of monitoring is incomplete.
- [ ] No documentation of visit(s).
- [ ] Visit(s) not conducted during the first week of operations.
- [ ] No documentation of review(s).
- [ ] Review(s) not conducted during the first four week of operations.
- [ ] Deficiencies found by monitors were not corrected.

Food Service

- [ ] The procedure for preparing and ordering meals was not adequate to meet the objective of serving only one meal per child at each meal service.
- [ ] No procedure to prepare or order meals to meet the objective of providing one meal per child at each meal service.
- [ ] No records of commodities were maintained.
- [ ] Records of commodities were not sufficient.
- [ ] Beginning inventory records were not maintained.
- [ ] Ending inventory records were not maintained.
- [ ] The kinds of items in inventory were not maintained.
- [ ] The quantities of items in inventory were not maintained.
- [ ] The value of ending inventory was not determined.
- [ ] Meals prepared/delivered did not meet meal pattern requirements.
- [ ] Records are incomplete or missing.
- [ ] The sponsor does not maintain adequate documentation to support meal substitutions for children with special dietary needs.

Meal Count Records

- [ ] The sponsor does not maintain original site meal count records.
- [ ] The sponsor does not maintain delivery receipts.
- [ ] Delivery receipts are not sufficient to justify costs and meals claimed.
- [ ] The number of meals claimed exceeds the number of meals delivered.
- [ ] The sponsor meal counts do not match SEDs.
- [ ] The sponsor's meal counts do not match site meal counts.
- [ ] The sponsor did not maintain daily meal counts by meal type (breakfast, lunch, supper, snack) for each site.

- [ ] The sponsor did not maintain daily meal counts by the kind of meal (firsts, seconds, program adults, non-program adults) for each site.

Claim For Reimbursement

- [ ] The sponsor did not use original site meal count records as the basis for reimbursement claims.
- [ ] The sponsor's claim is inaccurate.

Financial Management

- [ ] Costs are not necessary and reasonable.
- [ ] Costs are not authorized and prohibited under State or local laws and regulations.
- [ ] Credits were not subtracted from costs.
- [ ] Labor is not prorated.
- [ ] Labor is not prorated appropriately.
- [ ] The sponsor did not charge indirect costs appropriately.
- [ ] Indirect costs were inappropriately charged.
- [ ] Cost was not deducted from operating cost.
- [ ] The cost allocation factor was not calculated correctly.
- [ ] The cost allocation factor was not applied to operating costs.
- [ ] No documentation of revenues received.
- [ ] Costs are not supported by source documentation:
- [ ] The sponsor's documentation of purchases does not support meals served.
- [ ] Program reimbursement is not solely used for non-profit food service operations.
- [ ] Program reimbursement was used for the cost of meals served to non-eligible children when no income was received for the cost of these meals.
- [ ] Program reimbursement was used for the cost of meals served to non-program adults when no income was received for the cost of these meals.
- [ ] All funds accruing to the account are not properly identified and recorded as non-profit food service revenues.
- [ ] The sponsor has not provided enough documentation to substantiate a non-profit food service. Outlays do not correspond with the budget.
- [ ] The quality of the meal service has been reduced through poor management of program resources. Sponsor has failed to adequately plan to provide effective administration, oversight, and quality meal service for the children.
- [ ] Sponsor has failed to adequately plan and lacks adequate resources to provide a quality meal service.
- [ ] Deviations from the approved budget were not reported to SED for prior approval.
- [ ] Sponsor does not demonstrate effective control and accountability for all funds.
- [ ] System insufficient to assure the appropriate use of funds.
- [ ] No system to assure the appropriate use of funds.

- [ ] No system to ensure funds are safeguarded.
- [ ] System to safeguard funds is insufficient.
- [ ] No system to ensure timely payment of bills.

Procurement

- [ ] Procurement standards are not followed.
- [ ] Procurement standards are not established.

FSMC

- [ ] The sponsor contracted out management responsibilities.
- [ ] The sponsor ordered or prepared meals above the established level and the excess meals were not served to program adults.

Eligibility

- [ ] Required eligibility is not maintained.
- [ ] Income applications were not approved correctly.
- [ ] An unacceptable income application form was used.
- [ ] An unacceptable method to establish eligibility was used.
- [ ] The sponsor's documentation does not support site(s) eligibility.

Audits

- [ ] Sponsor has not obtained the required audit.
- [ ] SFSP not identified as a federal program in audit.
- [ ] SFSP CFDA 10.559 not identified in audit.
- [ ] Audit not submitted to federal clearinghouse.
- [ ] Corrective action has not been taken on audit findings.

Non-Congregate Meal Service

- [ ] The sponsor did not have a system that ensured meals are distributed only to children or to the parents or guardians of eligible children, and that duplicate meals are not distributed.
- [ ] The non-congregate meals provided did not meet meal pattern requirements.
- [ ] The sponsor did not have a system to ensure the appropriate number of meals were distributed.
- [ ] The sponsor provided meals during an unapproved meal service time.
- [ ] The sponsor did not obtain written consent from the eligible child's parent or guardian prior to meal delivery.

The sponsor did not maintain a record of:

- [ ] Number of children are eligible to receive meals in the home
- [ ] How many meals were provided in each meal delivery

- [ ] The sponsor received eligibility information from an SFA without a MOU.
- [ ] Bulk meals were provided without required food components in the proper minimum amounts for each reimbursable meal.
- [ ] Food items are not clearly identifiable as making up reimbursable meals.
- [ ] Sponsor did not provide directions indicating which bulk items are to be used for each meal and the portion sizes.
- [ ] Sponsor provided food items that needed more than minimal preparation.