2023-24 NYSED Administrative Review Summary of Findings

SFA Name: SFA LEA Code:

Child Nutrition Programs (check all that apply):   NSLP   SBP   Afterschool Snacks   FFVP   SMP   SSO

Special Provision Option: CEP   P2

Date of Administrative Review (Entrance Conference Date):
Date review results were provided to the School Food Authority:
Date review summary was publicly posted:

☐ **No Findings**

Meal Access and Reimbursement

Certification and Benefit Issuance Document

☐ *Students were incorrectly certified for free or reduced-price meals.

☐ *Free or reduced-price meal benefits were provided to students without having appropriate certification documentation on file.

☐ Students' prior year's eligibility status was not carried over for the first 30 operating days of the current school year.

☐ Free benefits were not extended to all students in a household containing at least one directly certified student.

☐ Household applications were incorrectly denied.

☐ *Student eligibility was not properly transferred to the benefit issuance document.

☐ *Student eligibility updates were not made to the point of service benefit issuance document according to SFA's established timeframes.

☐ The Direct Certification Matching Process (DCMP) was not conducted as required.

☐ 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- ☐ There is outdated, missing or incorrect information on the:
  - ☐ Income Application
  - ☐ Parent letter
  - ☐ Eligibility Notification letter
  - ☐ Denial letter
  - ☐ Direct Certification Notification letter
- ☐ Administrative Prerogative was incorrectly used.

Verification

- ☐ 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 as specified by the Verification Booklet.
- ☐ No confirmation review was conducted on the 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 were not notified appropriately of a change in benefit status as a result of verification:

   ☐ For a decrease in benefits, families were not notified in writing at least 10 calendar days in advance.

   ☐ For an increase in benefits, families were not notified within 3 calendar days.

☐ The letter sent to families who have been selected for verification contains outdated, missing or incorrect information.

☐ The Letter of Verification Results contains outdated, missing or incorrect information.

☐ The Verification Collection Report was not accurately completed.

Meal Counting and Claiming

☐ *The claim for reimbursement was incorrectly consolidated.

   This error is: ☐ Systemic ☐ Non-Systemic

     ☐ Breakfast ☐ Lunch ☐ Snack

☐ *Meal counts by category were not combined and recorded correctly on the claim for reimbursement.

   This error is: ☐ Systemic ☐ Non-Systemic

     ☐ Breakfast ☐ Lunch ☐ Snack

☐ The meal counting and claiming system does not prevent overt identification of students receiving free and reduced-price benefits.

☐ The SFA's meal counting system at the POS does not have appropriate edit checks in place.

   This error is: ☐ Systemic ☐ Non-Systemic

     ☐ Breakfast ☐ Lunch ☐ Snack

☐ *Meals are not counted at the point of service.

     ☐ Breakfast ☐ Lunch ☐ Snack

Nutritional Quality and Meal Pattern

Meal Components and Quantities

☐ *Production records were not maintained as required.

    ☐ Breakfast ☐ Lunch ☐ Snack

☐ *Production records were not completed consistently and/or accurately.

    ☐ Breakfast ☐ Lunch ☐ Snack

☐ Standardized recipes were not completed consistently and/or accurately.

☐ Crediting documentation was not maintained as required.

☐ *Meals Offered at:

    ☐ Breakfast ☐ Lunch ☐ Snack

☐ Did not contain all required components

☐ Did not contain sufficient quantities

    ☐ *Repeat Finding*

☐ Were not in portion sizes appropriate to each age/grade group. Identified by:

  ☐ Review of production records and/or other supporting menu documentation

  ☐ Observation

☐ *A vegetable from the required subgroup was not served during the review period.

    ☐ *Repeat Finding*

☐ *Meals served were incomplete.

  ☐ All required meal components were not *offered* to students.

  ☐ Meals *served* were missing required components

    ☐ Breakfast ☐ Lunch ☐ Snack

☐ Pre-school meal pattern was not followed when students were not co-mingled with other age/grade groups.

☐ *80% of the weekly grains offered 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*

☐ Signage indicating what constitutes a reimbursable meal was not displayed.

☐ *The meal service was not structured to comply with the required age/grade group requirements.

  ☐ Breakfast ☐ Lunch ☐ Snack

Offer versus Serve (OVS)

☐ Signage did not indicate meal requirements under OVS.

☐ OVS is not properly implemented.

☐ Staff is not adequately trained on OVS requirements.

Dietary 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: ☐ Calories ☐ Sodium ☐ Saturated Fat ☐ Trans fat

  ☐ *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 to evaluate the SFAs paid selling price.

☐ The SFA did not increase the paid selling price as required.

☐ The Nonprogram Food Tool was not completed prior to the review.

☐ Program foods are not separated from nonprogram foods.

☐ No documentation to show that adult meals are being funded using non-school nutrition funds.

☐ The SFA is not appropriately charging adults for meals.

☐ There is no assurance that nonprogram 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 Rights

☐ No documentation was maintained 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 Statement.

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

☐ The SFA does not have a meal modifications process.

SFA On-Site Monitoring

☐ The on-site review of the breakfast and lunch counting and claiming system was:
    ☐ not conducted.
    ☐ not conducted by February 1 of the current school year.
☐ A self-review of the afterschool snack program was:
    ☐ not conducted.
    ☐ first review not conducted within the first 4 weeks of operation.
    ☐ second review not conducted prior to the end of the school year.
☐ The SFA did not conduct a follow-up review to ensure corrective action from the initial self-review was implemented.

Local Wellness Policy

☐ The SFA has no Local Wellness Policy.
☐ Local Wellness Policy requirements are not met.
☐

Smart Snacks in School

☐ Foods and/or beverages sold during the school day are not compliant with Smart Snack regulations as defined.
☐ There is no process to ensure food items sold during the school day are in compliance with Smart Snack regulations.

Professional Standards

☐ The new school nutrition program director does not meet the hiring requirements.

☐ All school nutrition program personnel have not met or will not meet the annual training requirements.

☐ The SFA is not maintaining the appropriate documentation necessary to demonstrate that all staff meet the annual training requirements.

☐

Water

☐ Free potable water is not available to students during the meal service:

  ☐ Breakfast ☐ Lunch

☐

Food Safety

☐ 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 food safety inspections were requested from the health dept.

☐ The most recent health inspection was not posted in a publicly visible location in accordance with USDA regulations.

☐ HACCP principles and/or local and State health standards are not being met.

  ☐ No current Food Service Permit.

  ☐ Improper personal hygiene.

  ☐ Cross-contamination is not prevented.

☐ Food temps 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.

☐

Buy American

☐ 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

☐ Program records are not maintained on file for three years plus the current year.

☐ Reports are not submitted to SED by deadlines.

☐ Verification Collection Report (Dec 15)

☐ Cash Analysis (Oct 31)

☐ Health Inspection Report (Oct 15)

☐ Results of the independent review of applications (Oct 31)

☐ Reimbursement claims are not submitted within 60 days following the last day of the full month covered by the claim

School Breakfast and Summer Food Service Program Outreach

☐ The School Breakfast Program is not being promoted as required.
☐ The Summer Food Service Program is not being promoted as required.

Other Federal Program Reviews

☐ *The Afterschool Care Program (Snack) is not administered as required.
☐ *The Fresh Fruit and Vegetable Program is not administered as required.
☐ *The Special Milk Program is not administered as required.

Finding(s) that may result in fiscal action.