

### **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 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:**

- ☐ \*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 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 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☐ There is outdated, missing or incorrect information on:

☐ 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.

☐ 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 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.
- ☐ \*Meals are not counted at the point of service.                                      ☐ Breakfast   ☐ Lunch           ☐ Snack

### **Meal Pattern and Nutritional Quality**

#### **Meal Components and Quantities**

- ☐ \*Production records were not maintained as required.                                      ☐ Breakfast   ☐ Lunch           ☐ Snack
- ☐ \*Meals Offered:
  - ☐ did not contain all required components
  - ☐ did not contain sufficient quantities                                      ☐ Repeat Finding
  - ☐ were not in portion sizes appropriate to each age/grade group
- ☐ \*Meals served were incomplete
- ☐ All required meal components were not offered to students
- ☐ Meals served were missing required components                                      ☐ Breakfast   ☐ Lunch           ☐ Snack

- |   |   |
|---|---|
| <input type="checkbox"/> *Grain items are not whole-grain rich.                 | <input type="checkbox"/> Repeat Finding |
| <input type="checkbox"/> *Fluid milk was not offered in at least two varieties. | <input type="checkbox"/> Repeat Finding |
| <input type="checkbox"/> *An unallowable milk type(s) was offered.              | <input type="checkbox"/> Repeat Finding |

**Offer versus Serve:**

- ☐ 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
- ☐ Signage did not indicate meal requirements under Offer vs. Serve.
  - ☐ Offer vs. Serve is not properly implemented.
  - ☐ Staff not adequately trained on Offer Versus Serve 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 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 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 Statement.
- ☐ The SFA does not appear to be in compliance with all Civil Rights requirements.

**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 School Wellness Policy:**

- ☐ No Local Wellness Policy.
- ☐ Local Wellness Policy requirements are not met.

**Smart Snacks in School (All Foods Sold 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.

**Water:**

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

☐ Breakfast      ☐ Lunch

**Food 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:**

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