# 2024-25 NYSED Administrative Review Summary of Findings

SFA Name:	SFA LEA Code:							
Child Nutrition Programs (cl	neck all tha	t apply):	NSLP	SBP	Afterschool Snacks	FFVP	SMP	SSC
Special Provision Option:	CEP	P2						
Date of Administrative Review Date review results were pro Date review summary was p	vided to the	e School I	,	rity:				
☐ No Findings								
			Meal Acce	ss and Reim	bursement			
Certification and Benefit Iss	suance Doc	cument						
☐ Students' prior year's ☐ Free benefits were not ☐ Household application ☐ *Student eligibility wa	e meal bene eligibility s extended t as were inco	efits were status was so all stude orrectly de erly transf	provided to not carried ents in a hou enied. erred to the	students wit over for the usehold conta benefit issua	hout having appropriate ce first 30 operating days of taining at least one directly	he current sche certified stude	ool year. nt.	
☐ The Direct Certification	on Matching	g Process	(DCMP) w	as not condu	cted as required.			
☐ Documentation to sup	port that th	e followin	g informati	on was sent	to households was not main	ntained:		

	☐ 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	☐ There is outdated, missing or incorrect information on the: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.
Veri	ification
	☐ The income verification process was not completed by November 15 <sup>th</sup> .
	☐ 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.
$\Box$ 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-pric
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
$\square$ 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
$\square$ *A vegetable from the required subgroup was not served during the review period.
$\square$ Repeat Finding
□ *Meals served were incomplete.
$\square$ All required meal components were not <i>offered</i> to students.
☐ Meals <i>served</i> 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.
$\square$ *80% of the weekly grains offered are not whole-grain rich.
$\square$ Repeat Finding
☐ Fruit/vegetable juice exceeds half of the total amount of fruit/vegetable offered during the week.
☐ Breakfast Lunch

□ *Fluid milk was not offered in at least two varieties.
$\square$ Repeat Finding
□ *An unallowable milk type(s) was offered.
$\square$ 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.
$\square$ 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.
[	☐ Internal controls have not been implemented to maintain effective oversight over federal funds and ensure charges to the nonprofit school food service account are allowable.
[	☐ Recorded expenses did not represent an activity or function recognized as reasonable, necessary, allocable, and otherwise compliant with the provisions of 2 CFR 200 Subpart E.
[	☐ The SFA did not maintain records that adequately identify the source and use of funds for food service activities.
	General Program Compliance
Civi	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.
$\Box$ 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.
<ul> <li>□ Local Wellness Policy requirements are not met.</li> <li>□</li> </ul>
Smart Snacks in School
<ul> <li>□ Foods and/or beverages sold during the school day are not compliant with Smart Snack regulations as defined.</li> <li>□ There is no process to ensure food items sold during the school day are in compliance with Smart Snack regulations.</li> </ul>

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.
$\square$ 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 A	merican
	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.
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Report	ing 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
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# 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. ☐ \*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.