

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

Section 207 of the HHFKA amended section 22 of the NSLA (42 U.S.C. 1769c) to require state agencies to report the final results of the Administrative Review to the public in an accessible, easily understood manner in accordance with guidelines promulgated by the Secretary. Regulations at 7 CFR 210.18(m) requires the state agency to post a summary of the most recent final Administrative Review results for each School Food Authority (SFA) on the state agency's publicly available website no later than 30 days after the state agency provides the final results of the Administrative Review to the SFA. The state agency must also make a copy of the final Administrative Review report available to the public upon request.

School Food Authority Name: Carmen Pingree School

Date of Administrative Review (Entrance Conference Date): 04/09/19

Date review results were provided to the School Food Authority: 05/24/19

The review summary must cover access and reimbursement (including eligibility and certification review results), compliance with the meal patterns and the nutritional quality of school meals, results of the review of the school nutrition environment (including food safety, local school wellness policy, and competitive foods), compliance related to civil rights and general program participation. At a minimum, this would include the written notification of review findings provided to the SFA's Superintendent or equivalent as required at 7 CFR 210.18(i)(3).

General Program Participation

1. Child Nutrition Programs the School Food Authority participates in.

- School Breakfast Program
- National School Lunch Program
- Fresh Fruit and Vegetable Program
- Afterschool Snack
- Special Milk Program
- Seamless Summer Option

This institution is an equal opportunity provider.

2. Special Provisions the School Food Authority operates.

- Community Eligibility Provision
- Special Provision 1
- Special Provision 2
- Special Provision 3

Review Findings

3. Were any findings identified during the review of this School Food Authority?

- Yes No

If yes, please indicate the areas and what issues were identified below.

A. **Program Access and Reimbursement**

- No Findings

Key areas:

- Certification and Benefit Issuance
- Verification
- Meal Counting and Claiming

Finding details:

Application(s) missing social security number (SSN) or indication of no SSN. Did not maintain notification letters for eligibility or verification. Households were not notified of denied benefits. Miscategorized applications, directly certified incorrectly. SFA did not perform direct certification matches with the State agency according to required timeframes. The SFA's manual system does not document changes in a student's eligibility/enrollment. Applications not properly selected for verification. Requirements for directly verifying applications not met. School's meal counts by category not used correctly in the SFA's claim for reimbursement.

B. **Meal Patterns and Nutritional Quality**

- No Findings

Key areas:

- Meal Components
- Offer versus Serve
- Dietary Specifications and Nutrient Analysis

Finding details:

Short on quantities during site visit.

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C. **School Environment**

No Findings

Key areas:

- Food Safety
- Local School Wellness Policy
- Competitive Foods
- Other

Finding details:

A copy of the written food safety plan was not available at the reviewed school. Less than two food safety inspections were done in the current school year and no documentation that two inspections have been requested.

D. **Civil Rights**

No Findings

Finding details:

Civil rights complaint procedure does not meet requirements. Not all staff have completed Civil Rights training.

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