

## 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:** Havenwood Academy

**Date of Administrative Review (Entrance Conference Date):** 11/13/2019

**Date review results were provided to the School Food Authority:** 12/13/2019

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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:

Field trip documentation is missing and/or not maintained for claiming purposes. SFA not following the approved SFA-SA agreement and/or application. School's meal counts by category not used correctly in the SFA's claim for reimbursement. Snacks being counted and claimed for reimbursement do not meet program requirements.

B.  **Meal Patterns and Nutritional Quality**

- No Findings

Key areas:

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

Finding details:

Signage explaining what constitutes a reimbursable meal is missing. Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade groups not met. Daily and weekly quantity requirements not met due to crediting errors.

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C.  **School Environment**

No Findings

Key areas:

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

Finding details:

Does not have a Local Wellness Policy in place. School Food Authority has not monitored this site's Afterschool Snack Program within the first four weeks of operation each year. Documentation was unavailable for non-domestic products used. Employees outside the School Nutrition Program did not complete appropriate training. Professional standards records missing required information.

D.  **Civil Rights**

No Findings

Finding details:

Food service employees missing civil rights training. Procedures for receiving and processing civil rights discrimination complaints does not meet all requirements. School food authority does not use the appropriate non-discrimination statement.