

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Carlisle School District

Date of Administrative Review (Entrance Conference Date): December 11, 2023

Date review results were provided to the School Food Authority (Exit Conference Date): December 12, 2023

### General Program Participation

- What Child Nutrition Programs does the School Food Authority participate in? (Select all that apply)
  - ☒ School Breakfast Program
  - ☒ National School Lunch Program
  - ☐ Fresh Fruit and Vegetable Program
  - ☒ Afterschool Snack
  - ☐ Seamless Summer Option
- Does the School Food Authority operate under any Special Provisions? (Select all that apply)
  - ☐ Community Eligibility Provision
  - ☐ Special Provision 2

### Review Findings

- Were any findings identified during the review of this School Food Authority?
  - ☒ Yes
  - ☐ No

#### REVIEW FINDINGS

##### A. Meal Access and Reimbursement – Performance Standard 1

| YES                                 | NO                                  |                                          | Technical Assistance                | Corrective Action                   |
|-------------------------------------|-------------------------------------|------------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Certification and Benefit Issuance       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Verification                             | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Meal Counting and Claiming               | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Charge Policy and Unpaid Meal Procedures | <input type="checkbox"/>            | <input type="checkbox"/>            |

##### Findings:

- Upon review of 236 student eligibility documents, it was discovered on one application that the household noted above their income information, "after taxes." In accordance with the Eligibility Manual for Schools Meals the determining officials must compare the household size and the total household gross income to the applicable Income Eligibility Guidelines (IEGs).

##### B. Meal Patterns and Nutritional Quality

| YES                                 | NO                                  |                                              | Technical Assistance                | Corrective Action                   |
|-------------------------------------|-------------------------------------|----------------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Meal Components and Quantities               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Offer versus Serve                           | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Dietary Specifications and Nutrient Analysis | <input type="checkbox"/>            | <input type="checkbox"/>            |

##### Findings:

- Upon review of production records for the week October 2-6, 2023, the following errors were discovered:
  - The 80% whole grain requirement was not being met at lunch. In accordance with 7 CFR 210.10(c)(2)(iv)(B), at least 80% of grains offered weekly (by ounce equivalents) must meet the whole grain-rich criteria specified in [Food and Nutrition Service] FNS guidance, and the remaining grain items offered must be enriched.
  - Production records are being maintained and are available however, they are considered incomplete. Breakfast production records and Friday on the lunch production record did not include the crediting amount of items. In accordance with 7 CFR 210.10(a)(3), schools or school food authorities, as applicable, must keep production and menu records for the meals they produce. These records must show how the meals offered contribute to the required food components and food quantities for each age/grade group every day.

- c. The weekly subgroup of beans and peas (legumes) were not offered during the week of review. In accordance with 7 CFR 210.10(c), schools must offer a minimum of ½ cup beans and peas (legumes) each week to meet meal pattern requirements.

**C. General Program Areas**

| YES                                 | NO                                  |                                                    | Technical Assistance                | Corrective Action                   |
|-------------------------------------|-------------------------------------|----------------------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Resource Management                                | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Civil Rights                                       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | SFA On-Site Monitoring                             | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Local School Wellness Policy                       | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Smart Snacks in Schools                            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Professional Standards                             | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Water                                              | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Food Safety, Storage, and Buy American             | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Reporting and Record Keeping                       | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | School Breakfast Program and Summer Meals Outreach | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | After School Snack                                 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Seamless Summer                                    | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Fresh Fruit and vegetable Program                  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Other:                                             | <input type="checkbox"/>            | <input type="checkbox"/>            |

**Findings:**

- 1.) Upon review of the Afterschool Snack Program (ASSP), the following errors were discovered:
  - a. Meal pattern was not met during the week of review (October 4, 2023) nor the day of review (December 11, 2023). Lays baked potato chips were served as a grain along with milk on those days, however according to the USDA Food Buying Guide, snack-type vegetable products, such as potato chips, do not contribute toward meal pattern requirements. In accordance with 7 CFR 210.10(o)(2), afterschool snacks must contain two (2) different components from the following four (4) components (grain, meat/meat alternate, fruit/vegetable, and milk).. In accordance with 7 CFR 210.10(o)(5) and 7 CFR 210.18(l)(2)(i) the state agency must take fiscal action for missing food components. The error resulted in 32 snacks being overclaimed for a total of \$37.44. In accordance with 7 CFR 210.19(d), the state agency has the ability to disregard this overclaim. This disregard may be made once per program within a fiscal year.
  - b. On-site monitoring was not performed during the first four (4) weeks of the Afterschool Snack Program. In accordance with 7 CFR 210.9(c)(7), schools must review each afterschool care program two times a year; the first review shall be made during the first four weeks that the school is in operation each school year.
- 2.) Upon review of student allergy documentation, it was discovered that the district did not have meal modification medical statements on file. In accordance with 7 CFR 210.10(m)(1), Schools must make substitutions in lunches and afterschool snacks for students who are considered to have a disability under 7 CFR 15b.3 and whose disability restricts their diet. Substitutions must be made on a case-by-case basis only when supported by a written statement of the need for substitution(s) that includes recommended alternate foods, unless otherwise exempted by FNS. Such statement must be signed by a licensed physician.