STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: **DeWitt**
Date of Administrative Review (Entrance Conference Date): 12/9/2024
Date review results were provided to the School Food Authority (Exit Conference Date): 12/11/2024
High Risk Follow-up Required: ✓ Yes ☐ No

General Program Participation

1. 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
2. Does the School Food Authority operate under any Special Provisions? (Select all that apply)
   - ☐ Community Eligibility Provision
   - ☐ Special Provision 2

Review Findings

3. 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
✓	☐	Module 1: Eligibility: Certification and Benefit Issuance	✓	✓
✓	☐	Module 2: Verification	✓	✓
☐	✓	Module 3: Meal Counting and Claiming	☐	✓

Findings:

1.Upon review of 360 randomly selected eligibility documents, the following ten (10) errors were found:

a. Five (5) applications were missing the social security number of the adult signer.

b. One (1) application was missing the signature of the adult signer.

Per 7 CFR 245.2, a complete household application includes the names of all household members, income received by each household member, the source of the income, the signature of an adult household member, and the last four digits of the social security number of the adult household member who signs the application or an indication that the adult does not possess a social security number.

c. Three (3) applications were determined as free and should have been determined as reduced. This resulted in four (4) students' status changing from free to reduced. In accordance with 7 CFR 210.7(c)(4), the local educational agency (LEA) must use the income information provided by the household on the meal application to determine students' eligibility for free or reduced-priced meals.

d. One (1) application was determined correctly as free but was coded incorrectly as reduced in the point-of-sale system. This resulted in two (2) students' status changing from reduced to free. Per 7 CFR 210.7 (c)(l)(ii)(A), the benefits issuance system must correctly reflect eligibility status.

2. Upon review of verification completed during school year 2024-2025, the following three (3) errors were discovered:

a. One (1) household listed that they received social security income but did not include documentation of the income received.

b. One (1) household submitted documentation listing net income. c. One (1) household was determined incorrectly based on original meal application. Per 7 CFR 245.6a(f)(2), the documentation must indicate the source, amount, frequency, date, name of recipient, and be reflective of current gross income from any point between the months prior to the free and reduced meal application turned in and the time the household is requested to provide the income documentation.

B. Meal Patterns and Nutritional Quality

YES	NO		Technical Assistance	Corrective Action
✓	✓	Module 4: Meal Components and Quantities	✓	✓

3.Upon review, it was discovered that production records were not completed for breakfast or lunch at the middle or high school during October 7 -11, 2024. Per 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 the meals offered contribute to the required meal components and food quantities for each age/grade group every day. Due to the error noted above, the state agency (SA) could not determine if meal pattern was met for the week of review. The lack of production records was found to be a systemic error.

C. General Program Areas

YES	NO		Technical Assistance	Corrective Action
☐	✓	Module 5: Wellness	☐	☐
☐	✓	Module 5: Smart Snacks	☐	☐
✓	☐	Module 6: Food Safety and Storage	✓	✓
☐	✓	Module 7: Hiring and Professional Standards	☐	☐
✓	☐	Module 8: General Area	✓	✓
☐	☐	Module 9: Afterschool Snack	☐	☐
☐	☐	Module 10: Fresh Fruit and Vegetable Grant Program	☐	☐
☐	☐	Module 11: Food Service Management Company	☐	☐

Findings:

4.Upon review of the food safety plan, it was discovered that the plan had not been updated since 2019. Per 7 CFR 210.13(c), the SFA must develop and implement a written food safety program that covers any facility or part of a facility where food is stored, prepared, or served. The food safety program must meet the requirements in paragraph (c)(I) or paragraph (c)(2), as well as the record keeping requirements under 7 CFR 210.15(b)b(5).

5.Upon a review of the storage area, it was found that two (2) products were purchased from non-domestic sources and did not have appropriate Buy American justification forms on file. The two (2) products were fresh tomatoes from Mexico and canned tropical fruit salad from Thailand. Per the Buy American Provision, 7 CFR 210.21(d), federal regulations require that program operators purchase and use domestic agriculture products to the maximum extent possible.

6.Upon review, it was discovered that the SFA had not completed the onsite monitoring form for the current school year (SY 2024-2025), nor had the district completed the onsite monitoring form for the previous school year prior to February 1. Per 7 CFR 210.8u(a)(1), the SFA must complete at least one (1) on-site review of the counting and claiming system and the readily observable areas of review cited under 210.8(h).