

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Greene County Tech 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 14, 2023

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
☒	☐	Certification and Benefit Issuance	☒	☒
☒	☐	Verification	☒	☒
☐	☒	Meal Counting and Claiming	☐	☐
☐	☒	Charge Policy and Unpaid Meal Procedures	☐	☐

Findings:

- 1) Out of the 490 student eligibility documents reviewed, ten (10) applications contained errors.
 - a. Two (2) applications were missing the last four (4) of the social security number (SSN). In accordance with 7 CFR 245.6 (a)(6), applications must have the last four digits of the adult's SSN or if the adult does not have a SSN, that must be indicated.
 - b. One (1) application was determined as reduced correctly on 9/5/23, but later the student appeared on the Direct Certification (DC) list on 9/18/23 and therefore should have been moved to free. In accordance with 7 CFR 210.7(c)(1)(ii)(A), the benefits system must accurately reflect eligibility status.
 - c. One (1) application was missing an income frequency and once redetermined changed from reduced to free. In accordance with 7 CFR 245.6(a)(5)(i), applications must have the income amount and frequency received by each household member.
 - d. The Rocket Scan system that pulled the application data, used the wrong income amount, frequency, and/or household member number on the following applications.
 - i. Two (2) applications were determined to be reduced and should have been paid based on income.
 - ii. Three (3) applications were determined to be free and should have been reduced based on income.
 - iii. One (1) application was determined to be free and should have been paid based on income. In accordance with 7 CFR 245.6(c)(4), the local educational agency must use the income information provided by the household on the application to calculate the household's total current income.
- 2) Upon review of verification documentation from the 2023-2024 school year the following errors were discovered.
 - a. For four (4) applications, the School Food Authority (SFA) accepted income tax forms from 2022 as verification income documentation. Also, on one (1) application a bank statement was accepted as income documentation. In accordance with 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 one (1) month prior to the free and reduced meal application turned in and the time the household is requested to provide the income documentation.

- b. Two (2) applications that were pulled for verification were verified incorrectly. One (1) application was verified as “reduced” but should have been verified as “paid” based off income provided by the household. One (1) application was verified as “free” but should have been verified as “reduced” based off income provided by the household. Both errors were due to incorrect income and eligibility calculations. In accordance with 7 CFR 245.6a(f)(7), “based on the verification activities, the local educational agency shall make appropriate modifications to the eligibility determinations made initially.”
- c. It was found that one (1) household submitted a collateral contact written by someone residing in the household. In accordance with 7 CFR 245.6a(a)(7)(ii), collateral contacts are verbal confirmations of a household's circumstances by a person outside of the household.

B. Meal Patterns and Nutritional Quality

YES	NO		Technical Assistance	Corrective Action
☐	☒	Meal Components and Quantities	☐	☐
☐	☒	Offer versus Serve	☐	☐
☐	☒	Dietary Specifications and Nutrient Analysis	☐	☐

C. General Program Areas

YES	NO		Technical Assistance	Corrective Action
☐	☒	Resource Management	☐	☐
☐	☒	Civil Rights	☐	☐
☐	☒	SFA On-Site Monitoring	☐	☐
☐	☒	Local School Wellness Policy	☐	☐
☐	☒	Smart Snacks in Schools	☐	☐
☐	☒	Professional Standards	☐	☐
☐	☒	Water	☐	☐
☐	☒	Food Safety, Storage, and Buy American	☐	☐
☐	☒	Reporting and Record Keeping	☐	☐
☐	☒	School Breakfast Program and Summer Meals Outreach	☐	☐
☒	☐	After School Snack	☒	☒
☐	☐	Seamless Summer	☐	☐
☐	☐	Fresh Fruit and vegetable Program	☐	☐
☒	☐	Other: FSMC	☒	☒

Findings:

- 1) During review of the afterschool snack documentation from the month of October 2023 from the Greene County Tech Intermediate School, the following errors were discovered.
 - a. On October 4, chips and water were served as the afterschool snack. Water does not credit as one of the four (4) required afterschool snack components.
 - b. On October 10, pudding was served with juice. Pudding does not credit as one of the four (4) required afterschool snack components .
 - c. On October 4, 13, 23, and 31 chips were served with juice. It was not documented which chips were served and according to the meal planner, students are served two different types of chips for afterschool snack which include Doritos or BBQ Baked Lays. Doritos credit as a grain component for afterschool snack, but BBQ Baked Lays do not credit under one of the four (4) required afterschool snack components.
 - d. SFA did not keep menus for afterschool snack. Additionally, production records for afterschool snack did not indicate serving sizes or how they credit as components.

In accordance with 7 CFR 210.10(o)(2), afterschool snack must contain two (2) different components from the following four (4) components: milk, meat/meat alternate, vegetable or fruit, and grain.

In accordance with 7 CFR 210.10(a)(3), the SFA “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.”

In accordance with 7 CFR 210.10(o)(S) and 7 CFR 210.18(1)(2)(i) the state agency must take fiscal action for missing food components. The consolidated errors consisted of an overclaim of 189 snacks (\$221.13).

- 2) Upon review of October 2023 FSMC invoice, it was found that adult meals were charged at a meal rate instead of by meal equivalents. In accordance with 2 CFR 200.318(b), SF As must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts.