

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Harmony Grove School District

Date of Administrative Review (Entrance Conference Date): February 20, 2024

Date review results were provided to the School Food Authority (Exit Conference Date): February 21, 2024

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.) Upon review of 274 student eligibility documents, it was discovered that three (3) free and reduced meal applications were determined incorrectly.
 - One (1) application was determined to be reduced and should have been free.
 - One (1) application was determined to be free and should have been reduced.
 - One (1) application was determined to be reduced and should have been paid.In accordance with 7 CFR 210.7(c)(1)(i), the School Food Authority must correctly approve each child's eligibility for free and reduced meals.

B. Meal Patterns and Nutritional Quality

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

Findings:

- 1.) Upon review of production records and crediting documents for the week of January 8-12, 2024, the following errors were found:
 - On January 8 and 9, 2024, only ½ cup of vegetable were offered. In accordance with 7 CFR 210.10(c), for grade groups K-5, a minimum of ¾ cup vegetables must be offered on each serving line daily.
 - The total weekly vegetables served were 3 ¼ cup. In accordance with 7 CFR 210.10(c), for grade groups K-5, a minimum of 3 ¾ cups must be offered per week.
 - The weekly subgroup of dark green vegetables was not offered during the week of review. In accordance with 7 CFR 210.10(c), schools must offer a minimum of ½ cup dark green vegetable each week.

- One serving line offered 6.5oz grain, not meeting the weekly requirement. Each serving line must meet the minimum weekly requirements. In accordance with 7 CFR 210.10(c) grades K-5 must be offered a minimum of 8oz eq. per week.

2.) Upon review of production records for the week of January 8-12, 2024, it was found that lunch production records did not reflect accurate crediting information.

- On January 8, 2024, production records indicated that 8-piece popcorn chicken was offered and credited for 1oz grain, however, crediting documentation showed that 12 pieces credit for 1oz grain. The 8-piece popcorn chicken offered would only credit for 0.5oz grain, therefore the production records did not reflect what was being served. The meat/meal alternate (M/MA) was also not indicated on the production record.
- On January 10, 2024, chicken nuggets should be credited for 2oz M/MA but was credited on the production record as 1oz M/MA.
- On January 12, 2024, pizza should be credited for 2 oz grain, 2 oz M/MA, and 1/8 cup red/orange vegetable, but was credited on the production record as 1oz grain and 1oz M/MA.

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. 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:	☐	☐

Findings:

1) N/A