

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Imboden Area Charter

Date of Administrative Review (Entrance Conference Date): December 4, 2023

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) During review of eligibility documents for all 45 free and reduced students for school year 2023-2024, several errors were found.
- Five (5) students were never decreased in status in the point of sale (POS) system after carryover period ended. Resulting in two (2) changing from free to reduced, two (2) changing from reduced to paid and one (1) changing from free to paid. In accordance with 7 CFR 210.7(c)(1)(ii)(A), the benefits system must accurately reflect eligibility status.
 - Two (2) students were never given correct status in the POS system after showing up on the direct certification list and a categorical list. This resulted in one (1) changing from reduced to free and one (1) changing from paid to free. In accordance with 7 CFR 210.7(c)(1)(ii)(A), the benefits system must accurately reflect eligibility status.
 - Eight (8) students on six (6) applications did not have the last four 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.

Due to eligibility errors exceeding the 3% threshold, fiscal action must be taken to recoup excess funds related to those errors. Application errors resulted in an underclaim of \$38.85 during the months of August through November.

- 2) During review of POS counts for the months of August-November 2023 it was found that August-October had daily consolidation errors resulting in 117 breakfast overclaimed and 119 lunch meals underclaimed. Meal count consolidation errors resulted in a total underclaim of \$142.54 during the months of August through October. According to 7 CFR 210.7(c)(1)(iv), counts need to be accurately taken, consolidated, and reported for the monthly claim.

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:	☐	☐