

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Norfolk

Date of Administrative Review (Entrance Conference Date): 3/11/24

Date review results were provided to the School Food Authority (Exit Conference Date): 4/15/24

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
☐	☒	Certification and Benefit Issuance	☐	☐
☒	☐	Verification	☒	☒
☐	☒	Meal Counting and Claiming	☐	☐
☐	☒	Charge Policy and Unpaid Meal Procedures	☐	☐
Finding: 1. Upon review of verification documentation for school year 2023-2024, it was observed that the School Food Authorities (SFA) completed standard sampling, therefore the number of applications selected for verification should have been three (3) percent of all approved applications on file, in accordance with 7 CFR 245.6a(c)(3)(i). The SFA should have selected four (4) applications however the SFA selected five (5) applications for verification.				
B. Meal Patterns and Nutritional Quality				
YES	NO		Technical Assistance	Corrective Action
☒	☐	Meal Components and Quantities	☒	☒
☐	☒	Offer versus Serve	☐	☐
☐	☒	Dietary Specifications and Nutrient Analysis	☐	☐
Finding: 1. Upon review of the lunch production records for the week of February 5-9, 2024, it was unclear the serving/portion size intended to be offered to students who selected an entrée salad from the salad bar. 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:	☐	☐

Finding:

1. Upon review of resource management documentation from the 2022-2023 school year, it was observed that student meal income for paid meals was not collected for lunch. Additionally, it has been observed that student meal income has not been collected for lunch in the 2023-2024 school year. There was no indication that non-federal funds were collected to pay for these meals. In accordance with 7 CFR 210.14(e) school food authorities shall establish prices for paid lunches. Upon review of prices stated in the agreement and policy statement for SY 22-23 in addition to claims showing how many meals were served, the funds were not collected. Meals served to students with a status of reduced breakfast, paid breakfast, and reduced lunch may be absorbed back into the nonprofit foodservice account as an allowable expense. Meals served to students with a paid lunch status are an unallowable expense.