

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Pottsville 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 23, 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 eligibility documents for three hundred nineteen (319) students, two (2) students' eligibility documentation was processed incorrectly. The issues are as followed:

- a. One (1) students' application was processed with the incorrect income, making the eligibility free, when it should have been reduced. There was additional child income that was not included in the total income calculation. Per federal regulation 7 CFR 245.6(c)(4), all income must be included in calculation of meal application.
- b. One (1) approved application was from school year (SY) 2022-2023 and filled out April of 2023. Per federal regulation, 7 CFR 245.6(a)(5), current income must be stated on the meal application for current school year.

2) Upon review of the district's verification documents, it was found that the FNS-742 submitted to the state agency did not list the correct number of applications on file. The district had a total of three hundred forty-nine (349) applications on file for October 1, 2023, however the FNS-742 listed three hundred seventeen (317) number of applications.

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)

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)				