

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Watson Chapel School District

Date of Administrative Review (Entrance Conference Date): 2/10/2025

Date review results were provided to the School Food Authority (Exit Conference Date): 2/12/2025

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	☐	☐
Upon review of verification completed this school year, the following errors were discovered: a) The 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 ten (10) applications, however the SFA selected twelve (12) applications for verification. b) The annual FNS 742, verification collection report indicated that verification activities were completed after November 15, 2024. In accordance with 7 CFR 245.6a(b)(1) the local SFA must complete the verification efforts no later than November 15 of each school year. c) One (1) application was verified using documentation that listed net pay instead of gross pay. Per 7 CFR 245.6a(f)(2), the documentation submitted for verification must indicate the source, amount, frequency, date, and name of recipient and be reflective of the current gross income from any point between the months prior to the free and reduced meal application is turned in and the time the household is requested to provide the income documentation.				
B. Meal Patterns and Nutritional Quality				
YES	NO		Technical Assistance	Corrective Action
✓	☐	Meal Components and Quantities	✓	✓
☐	✓	Offer versus Serve	☐	☐
☐	✓	Dietary Specifications and Nutrient Analysis	☐	☐

Upon observation of breakfast at Coleman Elementary School on February 11, 2025, the following errors were noted:

- a) Seven (7) students only got two (2) items for breakfast instead of three (3).
- b) One (1) student did not get the required half cup of fruit or vegetable.

Per 7 CFR 220.8(e), to exercise offer versus serve (OVS) at breakfast, the SFA must offer at least four (4) food items daily. Under OVS, students may decline one (1) of the four (4) items, provided that students select at least 1/2 C. of fruit or vegetable.

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:	☐	☐