STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Burgin Independent

Date of Administrative Review (Entrance Conference Date): May 6, 2019

Date review results were provided to the School Food Authority: May 7, 2019

SFA/Sponsor CNIPS Number: 10091

Review Month: April

Onsite Review Date: May 7, 2019

Schools Reviewed: Burgin Independent

Reviewers: Diana Drury

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
   - ☐ Special Milk Program
   - ☐ Seamless Summer Option

2. Does the School Food Authority operate under any Special Provisions? (Select all that apply)
   - ☐ Community Eligibility Provision
   - ☐ Special Provision 1
   - ☐ Special Provision 2
   - ☐ Special Provision 3
   - ☒ N/A

3. Were any findings identified during the review of this School Food Authority?

   A. Program Access and Reimbursement
   
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   | ☐   | ☐  | Certification and Benefit Issuance


Finding(s) and Commendation(s)

The SFA did not process household applications in compliance with 7 CFR 245.6(a). There were 22 applications missing SSN, missing applications, no adult signatures, and incorrect income calculations.

The SFA’s meal counting and claiming procedures did not meet requirements as stated in USDA FNS-270. Preschool lunch was counted by attendance not through a medium of exchange.

Commendation - SFA is working hard to get all applications completed/corrected.
Commendation - SFA has a good working relationship with staff and students.

B. Meal Pattern and Nutritional Quality

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Finding(s) and Commendation(s)

The SFA did not ensure signage was present in the alternate breakfast serving location that identified a reimbursable meal which must include at least a ½ cup of fruit and/or vegetable in accordance with 7 CFR 210.10.

Commendation - Staff was quick to respond to and/or implement any suggestion provided. Great bunch of individuals to work with.

C. School Nutrition Environment

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Finding(s) and Commendation(s)
The SFA did not ensure that facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss 7 CFR 210.13(d). Items removed from packaging were not dated properly.

The SFA did not conduct after school snack self-monitoring activities twice per year in accordance with 7 CFR 210.9(c)(7).

The SFA did not meet the minimum requirements to meet the training standards in accordance with 7 CFR 210.3. The submitted training tracker does not include the required Learning Objectives or Training Topics.

Commendation - kitchen area was nicely kept and the staff take pride in their work.

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Finding(s) and Commendation(s)

The SFA did not comply with civil rights requirements as applicable to the Child Nutrition Programs, i.e., NSLP (including the Fresh Fruit and Vegetable Program, Seamless Summer Option, and afterschool snacks), SBP, and SMP, in accordance with FNS 113-1.