School Food Authorit	v (SFA) O	perations: Da	anburv Publi	c Schools
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Self-operated Service Management Company Contract

Date of Administrative Review (Entrance Conference Date): January 29, 2019

General Program Participation

- 1. What Child Nutrition Programs does the SFA participate in? (Check all that apply)
 - School Breakfast Program (7 CFR 220)
 - National School Lunch Program (7 CFR 210)
 - Fresh Fruit and Vegetable Program (P.L. 113-79 Section 19)
 - Afterschool Snack Program (7 CFR 210)
 - Special Milk Program (7 CFR 215)
 - Seamless Summer Option (7 CFR 210)
- 2. Does the SFA operate under any Special Provisions?
 - \square No \square Yes (Check all that apply)

Community Eligibility Provision (CEP)Special Provision 1

- Special Provision 2
- Special Provision 3

Review Findings

- 3. Were any findings identified during the SFA's review?
 - \Box No \Box Yes: Indicate below the areas and issues identified.

A. MEAL ACCESS AND REIMBURSEMENT				
Findings	Findings for Certification and Benefit Issuance			
No	Yes Yes	Findings: Free and reduced application processing compliance Household eligibility notification compliance Direct certification procedure compliance Benefit issuance document compliance Other: Connecticut State Department of Education (CSDE): Technical assistance provided to SFA Corrective action received by CSDE Corrective action approved by CSDE		
		For information on certification and benefit issuance, review the USDA's Eligibility Manual for School Meals.		

A. MEAL	A. MEAL ACCESS AND REIMBURSEMENT, continued		
Verification of Household Applications Not applicable (sponsor does not collect free and reduced meal applications)			
No No	Tes Yes	Findings: Verification process compliance Household verification letter compliance Verification benefit issuance document compliance Other: CSDE: Technical assistance provided to SFA Corrective action received by CSDE Corrective action approved by CSDE	
		For information on verification, visit the CSDE's Verification Procedures for School Nutrition Programs webpage.	
Meal Cou	unting and	Claiming	
🖂 No	Yes	Findings:	
		 Meal counting and claiming compliance Edit Check compliance Counting, consolidating, and recording of reimbursable meals compliance Policy compliance for incomplete meals, second meals, visiting student meals, adult and non-student meals, student worker meals, a la carte items, field trip meals, or pre-paid meals Other: CSDE: Technical assistance provided to SFA Corrective action received by CSDE Corrective action approved by CSDE For information on meal counting and claiming, visit the CSDE's Meal Counting and Claiming webpage. 	

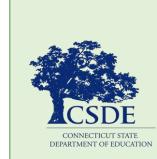
B. MEAL PATTERN AND NUTRITIONAL QUALITY			
Meal Co	nponents	and Quantities	
🗌 No	Yes Yes	Findings:	
		 Meal pattern compliance (whole grain-rich, vegetable subgroups, milk type): Breakfast Lunch 	
		 Meal component compliance Breakfast Lunch 	
		 Sufficient quantities/complete meal compliance Breakfast Lunch 	
		 Production record compliance Breakfast Lunch 	
		Other:	
		CSDE:	
		 Technical assistance provided to SFA Corrective action received by CSDE Corrective action approved by CSDE 	
		For information on the USDA meal pattern requirements, visit the CSDE's Meal Patterns for Grades K-12 in School Nutrition Programs and Meal Patterns for Preschoolers in School Nutrition Programs webpages.	

B. MEAL PATTERN AND NUTRITIONAL QUALITY, continued			
Offer versus Serve (OVS)			
🖂 No	Yes	Findings:	
		Meal selection compliance under OVS	
		Breakfast	
		Reimbursable meal compliance under OVS	
		Food service staff/cashier knowledge of OVS compliance	
		Breakfast	
		Student knowledge of OVS compliance	
		Breakfast	
		Other:	
		CSDE:	
		Technical assistance provided to SFA	
		Corrective action received by CSDE Corrective action approved by CSDE	
		For information on OVS, visit the CSDE's OVS for Grades K-12 in	
		School Nutrition Programs webpage.	
Dietary S	Specificati	ons and Nutrient Analysis	
🖂 No	🗌 Yes	Findings:	
		Nutrient analysis not required	
		Nutrient analysis conducted	
		Breakfast	
		Other:	
		CSDE	
		CSDE:	
		Technical assistance provided to SFA Corrective action received by CSDE	
		Corrective action approved by CSDE	
		For information on the USDA dietary specifications, visit the CSDE's Meal Patterns for Grades K-12 in School Nutrition Programs webpage.	

C. GENERAL PROGRAM COMPLIANCE				
Civil Rig	Civil Rights (FNS Instruction 113-1)			
□ No	Xes Yes	Findings: □ Nondiscrimination statement compliance □ Accommodating special dietary needs compliance □ Written complaint procedure compliance □ Civil rights training compliance □ Other: CSDE: □ Technical assistance provided to SFA □ Corrective action received by CSDE □ Corrective action approved by CSDE		
		For information on the USDA civil rights requirements, visit the CSDE's Civil Rights for Child Nutrition Programs webpage.		
Local Scl	hool Wellr	ness Policy		
No No	☐ Yes	Findings: Wellness policy compliance Other: CSDE: Technical assistance provided to SFA Corrective action received by CSDE Corrective action approved by CSDE For information on school wellness policies, visit the CSDE's School Wellness Policies webpage.		

	Admini	strative Review Summary of School Nutrition Programs	
C. GENERAL PROGRAM COMPLIANCE. continued			
Smart Sn	acks in So	chools	
No No	Yes	 Findings: Foods and beverages sold on the school campus (excluding reimbursable meals) are Smart Snacks compliant Other: 	
		CSDE: Technical assistance provided to SFA Corrective action received by CSDE Corrective action approved by CSDE For information on Smart Snacks, visit the CSDE's Smart Snacks Nutrition Standards webpage.	
Food Saf	ety, Stora	ge and Buy American	
No No	☐ Yes	Findings: Food Safety Plan compliance Food Safety inspections compliance Buy American Provision compliance Other: CSDE: Technical assistance provided to SFA Corrective action received by CSDE Corrective action approved by CSDE For information on food safety, visit the CSDE's Food Safety for Child Nutrition Programs webpage. For information on the Buy American requirements, review the USDA's USDA Memo 38-2017: Compliance with and Enforcement of the Buy American Provision in the NSLP	
Other Ar			
No No	U Yes	Findings: Other: CSDE:	
		 Technical assistance provided to SFA Corrective action received by CSDE Corrective action approved by CSDE 	

Additional Comments:



For more information, see the Connecticut State Department of Education's (CSDE) Administrative Review webpage or contact the school nutrition programs staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

The CSDE's administrative review summaries of school nutrition programs are posted on the CSDE's Administrative Review Summary Reports webpage.

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- mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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