

## Administrative Review Summary of School Nutrition Programs

**School Food Authority (SFA):** Essex Public Schools

### Type of Operation

Self-operated       Food service management company contract

**Date of Administrative Review (entrance conference date):** April 7, 2025

### 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?

No       Yes *(Check all that apply)*

[Community Eligibility Provision \(CEP\)](#)  
 Special Provision 1  
 Special Provision 2  
 Special Provision 3

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## Review Findings

3. Were any findings identified during the SFA's review?

No     Yes: Indicate below the areas and issues identified.

### Part A: Meal Access and Reimbursement

#### Findings for Certification and Benefit Issuance

Not applicable (sponsor does not collect free/reduced-price meal applications, e.g., due to CEP)

No     Yes – **Findings:**

- Free and reduced-price application processing compliance
- Household eligibility notification compliance
- Direct certification procedure compliance
- Benefit issuance document compliance
- Other:

#### CSDE:

- Technical assistance provided to SFA
- Corrective action received by CSDE
- Corrective action approved by CSDE

For information on certification and benefit issuance, refer to the USDA's [Eligibility Manual for School Meals](#).

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### Verification of Household Applications

Not applicable (sponsor does not collect free/reduced-price meal applications, e.g., due to CEP)

No       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.

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### Meal Counting 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:  
Charge Policy

#### 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.

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### Part B: Meal Pattern and Nutritional Quality

#### Meal Components and Quantities

No       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](#) webpage and [Meal Patterns for Preschoolers in School Nutrition Programs](#) webpage.

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## Offer versus Serve (OVS)

No       Yes – **Findings:**

- Meal selection compliance under OVS
  - Breakfast
  - Lunch
- Reimbursable meal compliance under OVS
  - Breakfast
  - Lunch
- Food service staff/cashier knowledge of OVS compliance
  - Breakfast
  - Lunch
- Student knowledge of OVS compliance
  - Breakfast
  - Lunch
- 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.

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## Dietary Specifications and Nutrient Analysis

No       Yes – **Findings:**

- Nutrient analysis not required
- Nutrient analysis conducted
  - Breakfast
  - Lunch
- Other:

### 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 “[Dietary Specifications](#)” section of the CSDE’s [Meal Patterns for Grades K-12 in School Nutrition Programs](#) webpage.

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### Part C: General Program Compliance

#### Civil Rights ([FNS Instruction 113-1](#))

No       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.

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### Local School Wellness Policy

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.

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### Smart Snacks in Schools

No       Yes – **Findings:**

- Foods and beverages sold on the school campus (excluding reimbursable meals) do not comply with Smart Snacks
- 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.

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### Food Safety, Storage, and Buy American

No       Yes – **Findings:**

- Food Safety Plan compliance
- Food Safety inspections compliance
- Buy American Requirement 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, visit the "[Buy American Requirement](#)" section of the CSDE's [Procurement for School Nutrition Programs](#) webpage.

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### Other Areas

No       Yes – **Findings:**

Professional Standards and Reporting and Recordkeeping

### CSDE:

- Technical assistance provided to SFA
- Corrective action received by CSDE
- Corrective action approved by CSDE.

## Administrative Review Summary of School Nutrition Programs

**Additional Comments:**

## Administrative Review Summary of School Nutrition Programs

For more information, visit the CSDE's [Administrative Review for School Nutrition Programs](#) webpage or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

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1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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