

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.

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Additional Comments:

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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

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