

## ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS

**School Food Authority (SFA) Operations: Monroe Public Schools**
☐ Self-operated      ☒ Food Service Management Company Contract

**Date of Administrative Review (Entrance Conference Date):** February 20, 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?

- ☒ No      ☐ 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?

- ☐ No      ☒ Yes: Indicate below the areas and issues identified.

#### A. MEAL ACCESS AND REIMBURSEMENT

##### Findings for Certification and Benefit Issuance

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p><b>Findings:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Free and reduced application processing compliance</li> <li><input type="checkbox"/> Household eligibility notification compliance</li> <li><input checked="" type="checkbox"/> Direct certification procedure compliance</li> <li><input checked="" type="checkbox"/> Benefit issuance document compliance</li> <li><input type="checkbox"/> Other:</li> </ul> <p><b>Connecticut State Department of Education (CSDE):</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Technical assistance provided to SFA</li> <li><input checked="" type="checkbox"/> Corrective action received by CSDE</li> <li><input checked="" type="checkbox"/> Corrective action approved by CSDE</li> </ul> <p><i>For information on certification and benefit issuance, review the USDA's <a href="#">Eligibility Manual for School Meals</a>.</i></p>
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## ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS

## REVIEW FINDINGS, continued

## A. MEAL ACCESS AND REIMBURSEMENT, continued

## Verification of Household Applications

☐ Not applicable (sponsor does not collect free and reduced meal applications)

☒ 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.*

## 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:

**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.*

## ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS

## REVIEW FINDINGS, continued

## 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](#) and [Meal Patterns for Preschoolers in School Nutrition Programs](#) webpage.*

## ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS

## REVIEW FINDINGS, continued

## B. MEAL PATTERN AND NUTRITIONAL QUALITY, continued

## Offer versus Serve (OVS)

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p><b>Findings:</b></p> <p><input type="checkbox"/> Meal selection compliance under OVS</p> <p style="padding-left: 20px;"><input type="checkbox"/> Breakfast</p> <p style="padding-left: 20px;"><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Reimbursable meal compliance under OVS</p> <p style="padding-left: 20px;"><input type="checkbox"/> Breakfast</p> <p style="padding-left: 20px;"><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Food service staff/cashier knowledge of OVS compliance</p> <p style="padding-left: 20px;"><input type="checkbox"/> Breakfast</p> <p style="padding-left: 20px;"><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Student knowledge of OVS compliance</p> <p style="padding-left: 20px;"><input type="checkbox"/> Breakfast</p> <p style="padding-left: 20px;"><input type="checkbox"/> Lunch</p> <p><input checked="" type="checkbox"/> Other: Signage on serving line</p> <p><b>CSDE:</b></p> <p><input checked="" type="checkbox"/> Technical assistance provided to SFA</p> <p><input checked="" type="checkbox"/> Corrective action received by CSDE</p> <p><input checked="" type="checkbox"/> Corrective action approved by CSDE</p> <p><i>For information on OVS, visit the CSDE's <a href="#">OVS for Grades K-12 in School Nutrition Programs</a> webpage.</i></p>
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## Dietary Specifications and Nutrient Analysis

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p><b>Findings:</b></p> <p><input type="checkbox"/> Nutrient analysis <b>not required</b></p> <p><input type="checkbox"/> Nutrient analysis conducted</p> <p style="padding-left: 20px;"><input type="checkbox"/> Breakfast</p> <p style="padding-left: 20px;"><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Other:</p> <p><b>CSDE:</b></p> <p><input type="checkbox"/> Technical assistance provided to SFA</p> <p><input type="checkbox"/> Corrective action received by CSDE</p> <p><input type="checkbox"/> Corrective action approved by CSDE</p> <p><i>For information on the USDA dietary specifications, visit the CSDE's <a href="#">Meal Patterns for Grades K-12 in School Nutrition Programs</a> webpage.</i></p>
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## ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS

## REVIEW FINDINGS, continued

## C. GENERAL PROGRAM COMPLIANCE

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

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p><b>Findings:</b></p> <p><input type="checkbox"/> Nondiscrimination statement compliance</p> <p><input type="checkbox"/> Accommodating special dietary needs compliance</p> <p><input type="checkbox"/> Written complaint procedure compliance</p> <p><input type="checkbox"/> Civil rights training compliance</p> <p><input type="checkbox"/> Other:</p> <p><b>CSDE:</b></p> <p><input type="checkbox"/> Technical assistance provided to SFA</p> <p><input type="checkbox"/> Corrective action received by CSDE</p> <p><input type="checkbox"/> Corrective action approved by CSDE</p> <p><i>For information on the USDA civil rights requirements, visit the CSDE's <a href="#">Civil Rights for Child Nutrition Programs</a> webpage.</i></p>
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## Local School Wellness Policy

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p><b>Findings:</b></p> <p><input checked="" type="checkbox"/> Wellness policy compliance</p> <p><input type="checkbox"/> Other:</p> <p><b>CSDE:</b></p> <p><input checked="" type="checkbox"/> Technical assistance provided to SFA</p> <p><input checked="" type="checkbox"/> Corrective action received by CSDE</p> <p><input checked="" type="checkbox"/> Corrective action approved by CSDE</p> <p><i>For information on school wellness policies, visit the CSDE's <a href="#">School Wellness Policies</a> webpage.</i></p>
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## ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS

## C. GENERAL PROGRAM COMPLIANCE. continued

## Smart Snacks in Schools

☒ 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 Safety, Storage and Buy American

☒ 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, Questions and Answers on Buy American Provision](#).*

## Other Areas

☐ No☒ Yes**Findings:****Other: Resource Management****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, 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.

*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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- (1) 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](mailto:program.intake@usda.gov).

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