

Administrative Review Summary of School Nutrition Programs

School Food Authority (SFA) Operations: Norwich Public Schools

☒ Self-operated ☐ Food Service Management Company Contract

Date of Administrative Review (Entrance Conference Date): October 22, 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 checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Free and reduced application processing compliance <input type="checkbox"/> Household eligibility notification compliance <input type="checkbox"/> Direct certification procedure compliance <input type="checkbox"/> Benefit issuance document compliance <input type="checkbox"/> Other: <p>Connecticut State Department of Education (CSDE):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Technical assistance provided to SFA <input type="checkbox"/> Corrective action received by CSDE <input type="checkbox"/> Corrective action approved by CSDE <p><i>For information on certification and benefit issuance, review the USDA's Eligibility Manual for School Meals.</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

<input checked="checked" type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <p><input type="checkbox"/> Meal pattern compliance (whole grain-rich, vegetable subgroups, milk type):</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch </div> <p><input type="checkbox"/> Meal component compliance</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch </div> <p><input type="checkbox"/> Sufficient quantities/complete meal compliance</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch </div> <p><input type="checkbox"/> Production record compliance</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch </div> <p><input type="checkbox"/> Other:</p> <p>CSDE:</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 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.</i></p>
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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>Findings:</p> <p><input type="checkbox"/> Meal selection compliance under OVS</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch </div> <p><input type="checkbox"/> Reimbursable meal compliance under OVS</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch </div> <p><input type="checkbox"/> Food service staff/cashier knowledge of OVS compliance</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch </div> <p><input checked="" type="checkbox"/> Student knowledge of OVS compliance</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch </div> <p><input checked="" type="checkbox"/> Other: OVS compliance – Preschool Meals</p> <p>CSDE:</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 OVS for Grades K-12 in School Nutrition Programs webpage.</i></p>
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Dietary Specifications and Nutrient Analysis

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <p><input type="checkbox"/> Nutrient analysis not required</p> <p><input type="checkbox"/> Nutrient analysis conducted</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch </div> <p><input type="checkbox"/> Other:</p> <p>CSDE:</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 Meal Patterns for Grades K-12 in School Nutrition Programs 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>Findings:</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>CSDE:</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 Civil Rights for Child Nutrition Programs webpage.</i></p>
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Local School Wellness Policy

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <p><input type="checkbox"/> Wellness policy compliance</p> <p><input type="checkbox"/> Other:</p> <p>CSDE:</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 school wellness policies, visit the CSDE's School Wellness Policies webpage.</i></p>
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Administrative Review Summary of School Nutrition Programs

C. GENERAL PROGRAM COMPLIANCE. continued

Smart Snacks in Schools

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <p><input type="checkbox"/> Foods and beverages sold on the school campus (excluding reimbursable meals) are Smart Snacks compliant</p> <p><input type="checkbox"/> Other:</p> <p>CSDE:</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 Smart Snacks, visit the CSDE's Smart Snacks Nutrition Standards webpage.</i></p>
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Food Safety, Storage and Buy American

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p>Findings:</p> <p><input type="checkbox"/> Food Safety Plan compliance</p> <p><input type="checkbox"/> Food Safety inspections compliance</p> <p><input checked="" type="checkbox"/> Buy American Provision compliance</p> <p><input type="checkbox"/> Other:</p> <p>CSDE:</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 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</i></p>
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Other Areas

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <p>Other:</p> <p>CSDE:</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>
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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 06103-1841.

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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Office of the Assistant Secretary for Civil Rights
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Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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