

Administrative Review Summary of School Nutrition Programs

School Food Authority (SFA): Regional School District 4

Type of Operation

☒ Self-operated ☐ Food service management company contract

Date of Administrative Review (Entrance Conference Date): March 1, 2023

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.

A. MEAL ACCESS AND REIMBURSEMENT

Findings for Certification and Benefit Issuance

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

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p>Findings:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Free and reduced application processing compliance <input type="checkbox"/> Household eligibility notification compliance <input checked="" type="checkbox"/> Direct certification procedure compliance <input checked="" 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 checked="" type="checkbox"/> Technical assistance provided to SFA <input checked="" type="checkbox"/> Corrective action received by CSDE <input checked="" type="checkbox"/> Corrective action approved by CSDE <p><i>For information on certification and benefit issuance, refer to the USDA's Eligibility Manual for School Meals.</i></p>
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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.

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B. MEAL PATTERN AND NUTRITIONAL QUALITY

Meal Components and Quantities

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p>Findings:</p> <p><input checked="" type="checkbox"/> Meal pattern compliance (whole grain-rich, vegetable subgroups, milk type):</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast <input checked="" 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 checked="" type="checkbox"/> Sufficient quantities/complete meal compliance</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch </div> <p><input checked="" type="checkbox"/> Production record compliance</p> <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch </div> <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 style="color: blue; font-style: italic;">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.</p>
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B. MEAL PATTERN AND NUTRITIONAL QUALITY, *continued*

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

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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C. GENERAL PROGRAM COMPLIANCE. *continued*

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.

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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C. GENERAL PROGRAM COMPLIANCE. *continued*

Food Safety, Storage and Buy American

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Food Safety Plan compliance <input type="checkbox"/> Food Safety inspections compliance <input type="checkbox"/> Buy American Provision compliance <input type="checkbox"/> Other: <p>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 food safety, visit the CSDE's Food Safety for Child Nutrition Programs webpage. For information on the Buy American requirements, refer to 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 type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p>Findings:</p> <p>Maintenance of the Nonprofit Foodservice Account Compliance</p> <p>CSDE:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Technical assistance provided to SFA <input checked="" type="checkbox"/> Corrective action received by CSDE <input checked="" type="checkbox"/> Corrective action approved by CSDE
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Additional Comments:

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For more information, visit the CSDE's [Administrative Review](#) 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.

This document is available at http://portal.ct.gov/-/media/SDE/Nutrition/NSLP/AdminRev/Summary_Report_Administrative_Review_SNP.pdf. The CSDE's AR 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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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