

Administrative Review Summary of School Nutrition Programs

School Food Authority (SFA) Operations: Regional School District #15

☒ Self-operated ☐ Food Service Management Company Contract

Date of Administrative Review (Entrance Conference Date): 2/4/2020

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> <p><input type="checkbox"/> Free and reduced application processing compliance</p> <p><input type="checkbox"/> Household eligibility notification compliance</p> <p><input type="checkbox"/> Direct certification procedure compliance</p> <p><input type="checkbox"/> Benefit issuance document compliance</p> <p><input type="checkbox"/> Other:</p> <p>Connecticut State Department of Education (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 certification and benefit issuance, review the USDA's Eligibility Manual for School Meals.</i></p>
--	------------------------------	--

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

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>
---	------------------------------	--

Administrative Review Summary of School Nutrition Programs

B. MEAL PATTERN AND NUTRITIONAL QUALITY, *continued*

Offer versus Serve (OVS)

<input checked="" type="checkbox"/> No	<input 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 type="checkbox"/> Student knowledge of OVS 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 OVS, visit the CSDE's OVS for Grades K-12 in School Nutrition Programs webpage.</i></p>
--	------------------------------	--

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>
--	------------------------------	---

Administrative Review Summary of School Nutrition Programs

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>
--	------------------------------	--

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>
--	------------------------------	--

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: Compliance with and Enforcement of the Buy American Provision in the NSLP](#)

Other Areas

☒ No☐ Yes**Findings:****Other:****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, 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.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (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.

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.