

Administrative Review Summary of School Nutrition Programs

School Food Authority (SFA): _____

Type of Operation

- Self-operated Food service management company contract

Date of Administrative Review (entrance conference date): _____

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 meal applications, e.g., due to CEP)

No Yes – **Findings:**

- Free and reduced 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 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:

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 \(Nutrition Standards for School Meals\)”](#) 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 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, visit the "[Buy American Provision](#)" section of the CSDE's [Procurement for School Nutrition Programs](#) webpage.

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Other Areas

No Yes – **Findings:**

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 Provision](#)" section of the CSDE's [Procurement for School Nutrition Programs](#) webpage.

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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. 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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