

## Administrative Review Summary of School Nutrition Programs

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

**Date of Administrative Review (Entrance Conference Date):** February 5, 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 type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p><b>Findings:</b></p> <p> <input type="checkbox"/> Free and reduced application processing compliance  <input type="checkbox"/> Household eligibility notification compliance  <input checked="" type="checkbox"/> Direct certification procedure compliance  <input type="checkbox"/> Benefit issuance document compliance  <input checked="" type="checkbox"/> Other: Homeless Documentation         </p> <p><b>Connecticut State Department of Education (CSDE):</b></p> <p> <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> <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

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p><b>Findings:</b></p> <p><input checked="" type="checkbox"/> Meal pattern compliance (whole grain-rich, vegetable subgroups, milk type):</p> <div style="margin-left: 20px;"> <input checked="" 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 checked="" type="checkbox"/> Breakfast  <input checked="" 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><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 the USDA meal pattern requirements, visit the CSDE's <a href="#">Meal Patterns for Grades K-12 in School Nutrition Programs</a> and <a href="#">Meal Patterns for Preschoolers in School Nutrition Programs</a> 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 checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p><b>Findings:</b></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><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 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> <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast  <input type="checkbox"/> Lunch         </div> <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 checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p><b>Findings:</b></p> <p><input type="checkbox"/> Wellness policy 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 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

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p><b>Findings:</b></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><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 Smart Snacks, visit the CSDE's <a href="#">Smart Snacks Nutrition Standards</a> webpage.</i></p>
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#### Food Safety, Storage and Buy American

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p><b>Findings:</b></p> <p><input type="checkbox"/> Food Safety Plan compliance</p> <p><input type="checkbox"/> Food Safety inspections compliance</p> <p><input type="checkbox"/> Buy American Provision 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 food safety, visit the CSDE's <a href="#">Food Safety for Child Nutrition Programs</a> webpage. For information on the Buy American requirements, review the USDA's <a href="#">USDA Memo 38-2017: Compliance with and Enforcement of the Buy American Provision in the NSLP</a></i></p>
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#### Other Areas

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p><b>Findings:</b></p> <p><b>Other: Maintenance of the Nonprofit Food Service Account</b></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>
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**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.

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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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