

## 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

## Administrative Review Summary of School Nutrition Programs

### 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)

☐ No

☐ Yes

##### Findings:

- ☐ Free and reduced application processing compliance
- ☐ Household eligibility notification compliance
- ☐ Direct certification procedure compliance
- ☐ Benefit issuance document compliance
- ☐ Other:

##### Connecticut State Department of Education (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](#).*

## Administrative Review Summary of School Nutrition Programs

### 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

☐ 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](#) and [Meal Patterns for Preschoolers in School Nutrition Programs](#) webpages.*

## Administrative Review Summary of School Nutrition Programs

### 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.*

## Administrative Review Summary of School Nutrition Programs

### Dietary Specifications and Nutrient Analysis

<input 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 style="color: #0066b3; font-style: italic;">For information on the USDA dietary specifications, visit the <a href="#">“Dietary Specifications (Nutrition Standards for School Meals)”</a> section of the CSDE’s <a href="#">Meal Patterns for Grades K-12 in School Nutrition Programs</a> webpage.</p>
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### C. GENERAL PROGRAM COMPLIANCE

#### Civil Rights ([FNS Instruction 113-1](#))

<input 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 style="color: #0066b3; font-style: italic;">For information on the USDA civil rights requirements, visit the CSDE’s <a href="#">Civil Rights for Child Nutrition Programs</a> webpage.</p>
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## Administrative Review Summary of School Nutrition Programs

### 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.*

## Administrative Review Summary of School Nutrition Programs

**C. GENERAL PROGRAM COMPLIANCE.** *continued*

Food Safety, Storage and Buy American
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<input type="checkbox"/> No	<input type="checkbox"/> Yes	<p><b>Findings:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Food Safety Plan compliance</li> <li><input type="checkbox"/> Food Safety inspections compliance</li> <li><input type="checkbox"/> Buy American Provision compliance</li> <li><input type="checkbox"/> Other:</li> </ul> <p><b>CSDE:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Technical assistance provided to SFA</li> <li><input type="checkbox"/> Corrective action received by CSDE</li> <li><input type="checkbox"/> Corrective action approved by CSDE</li> </ul> <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, refer to 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
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<input type="checkbox"/> No	<input type="checkbox"/> Yes	<p><b>Findings:</b></p>     <p><b>CSDE:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Technical assistance provided to SFA</li> <li><input type="checkbox"/> Corrective action received by CSDE</li> <li><input type="checkbox"/> Corrective action approved by CSDE</li> </ul>
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## Administrative Review Summary of School Nutrition Programs

### 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](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](mailto:program.intake@usda.gov)

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