Connecticut State Department of Education (CSDE)

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

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

☐ No ☐ Yes – **Findings:**

- ☐ Free and reduced-price 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*.

Verification of Household Applications

☐ Not applicable (sponsor does not collect free/reduced-price 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.

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.

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.

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" section of the CSDE's Meal Patterns for Grades K-12 in School Nutrition Programs webpage.

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.

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.

Food Safety, Storage, and Buy American

☐ No ☐ Yes – **Findings:**

- ☐ Food Safety Plan compliance
- ☐ Food Safety inspections compliance
- ☐ Buy American Requirement 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 Requirement" section of the CSDE's Procurement for School Nutrition Programs webpage.

Other Areas

☐ No ☐ Yes – **Findings:**

CSDE:

- ☐ Technical assistance provided to SFA
- ☐ Corrective action received by CSDE
- ☐ Corrective action approved by CSDE.

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Additional Comments:

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For more information, visit the CSDE's Administrative Review for School Nutrition Programs 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.

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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
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