STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

Section 207 of the HHFKA amended section 22 of the NSLA (42 U.S.C. 1769c) to require State agencies (SA) to report the results of the administrative review to the public in an accessible, easily understood manner in accordance with guidelines promulgated by the Secretary. Regulations at 7 CFR 210.18(m) requires the SA to post a summary of the most recent final administrative review results for each School Food Authority (SFA) on the SA publicly available website no later than 30 days after the SA provides the results of the administrative review to the SFA. The SA must also make a copy of the final administrative review report available to the public upon request.

School Food Authority (SFA) Name: Jones County Schools

SFA Agreement Number: 520

Date of Administrative Review (Entrance Conference Date): May 15, 2017

Date review results were provided to the SFA: May 19, 2017

General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in? (Select all that apply)

   - ☒ School Breakfast Program
   - ☒ National School Lunch Program
   - ☒ Fresh Fruit and Vegetable Program
   - ☐ Afterschool Snack
   - ☐ Special Milk Program
   - ☐ Seamless Summer Option

2. Does the School Food Authority operate under any Special Provisions? (Select all that apply)

   - ☒ Community Eligibility Provision
   - ☐ Special Provision 1
   - ☐ Special Provision 2
   - ☐ Special Provision 3

Review Findings

3. Were any findings identified during the review of this School Food Authority?
   ☒ Yes   ☐ No

4. Is there fiscal action associated with findings identified during the review of this School Food Authority?
   ☒ Yes   ☐ No

REVIEW FINDINGS

A. Program Access and Reimbursement

YES	NO	
☐	☒	**Certification and Benefit Issuance** – Validation of the SFA's certification of students' eligibility for free or reduced-price meals benefits
☐	☒	**Verification** – Validation of the process used by the SFA to confirm selected students' eligibility for free and reduced-price meal benefits
☐	☒	**Meal Counting and Claiming** – Validation of the SFA's meal counting and claiming system that accurately counts, records, consolidates, and reports the number of reimbursable meals claimed by category

Finding Detail:

B. Meal Patterns and Nutritional Quality

YES	NO	
☒	☐	**Meal Components and Quantities** – Validation that meals claimed for reimbursement contain the required meal components and quantities

Finding Detail: During observation of the breakfast meal service on May 17, 2017, five (5) students were allowed to pass the point of sale/service (POS) and breakfast meals were counted for reimbursement without having a reimbursable meal on their tray. Four (4) students passed the POS without a fruit and one (1) student passed the POS with only two (2) items, a cereal (1oz) and a juice (4 oz.). The breakfast meal pattern requires a minimum of three (3) items with one of those items consisting of ½ cup of fruit and/or vegetable. Five (5) breakfast meals were disallowed on the day of review. A potential reclaim amount for the School Breakfast Program for disallowed meals is (5 meals) $8.45 and state reimbursement is $1.50.

YES	NO	
☐	☒	**Offer versus Serve (OVS)(provision that allows students to decline some of the food components offered)** – Validation of the SFA's compliance with OVS requirements, if applicable

Finding Detail:

YES	NO	
☐	☒	**Dietary Specifications and Nutrient Analysis** – Validation that meals offered to children through the School Nutrition programs are consistent with federal standards for calories, saturated fat, sodium, and *trans* fat

Finding Detail:

C. School Nutrition Environment

YES	NO	
☒	☐	**Food Safety** – Validation that all selected schools meet the food safety and storage requirements, and comply with the Buy American provisions specified by the regulations

Finding Detail: Cases of frozen, refrigerated and dry food items stored in the central warehouse were not being dated with a receipt date. A dating method with month and year is needed to easily identify the date the items were received. There are holes to the outside in the door and in the siding of the central warehouse allowing insects and rodents to have easy access into the storage area where food is held. To eliminate and limit this access, gaps in the siding must be filled. The door should be completely replaced. On April 5, 2017, leftover roasted chicken from April 4, 2017 was served and there was no cooling log documentation to demonstrate proper cooling of the product. Bags of food items removed from their original boxes were not dated. Food items observed include frozen omelets, frozen spaghetti sauce and fresh shredded lettuce. All items removed from the original cases must be date marked with the month and year received.

☐	☒	**Local School Wellness Policy** – Review of the SFA's established Local School Wellness Policy

Finding Detail:

☐	☒	**Competitive Foods** – Validation of the SFA's compliance with regulations for all food and beverages to students outside of the reimbursable meal

Finding Detail:

☐	☒	**Professional Standards** – Validation of the SFA's compliance with required hiring standards and annual training requirements

Finding Detail:

D. Civil Rights

YES	NO	
☐	☒	**Civil Rights –** Validation of the SFA's compliance with civil rights requirements as applicable to the School Nutrition Programs

Finding Detail:

E. Resource Management

YES	NO	
☒	☐	**Resource Management –** Validation of the SFA's compliance with overall financial health of the School Nutrition Program

Finding Detail: An acceptable receipting method is not used each time money changes hands as required by the School Food Authority's (SFA's) written procedures at both Trenton Elementary and Jones Senior High. The cashier does not count money in the presence of the Manager. The Cashier and Manager do not sign daily reports at the time money counting occurs and is completed. The SFA's written Money Handling Practices procedure, step #8, requires the Meal Summary report must be signed by the cashier and person verifying cash. Step #8 is not completed at the time the money is counted and verified. During the review month of April 2017, cash receipts and participation records were not maintained by separate people. The Manager at Trenton Elementary School cashiered daily at breakfast and lunch on twelve (12) of the fourteen (14) operating days and is directly involved in reconciling money at the end of day when money is counted and verified for the daily deposit. Written policies are available and in use for Cash Management Procedures but are not adhered to consistently. The Money Handling Practices procedures for Jones County Schools states in procedure #3 "cashiers are responsible for securing their cash drawer". Procedure #14 states "money (cash box or unlocked register) should not be left unattended or unsecured". On the day of review, May16, 2017, the money was left unsecured while the employees were out of the kitchen during their lunch break. It was noted that the register stand drawer does not have a locking mechanism.

☐	☒	**Other**

Finding Detail: