



### Administrative Review Summary and Corrective Actions

SFA Name:	Augusta School District
SFA Code/ ID Number:	180217
Administrative Review Conducted on:	Tuesday, November 14, 2017

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on Tuesday, November 14, 2017; an exit conference summarizing the findings took place on the same day.

The Administrative Review (AR) is a comprehensive evaluation of the Local Education Agency's (LEA's) National School Lunch Program (NSLP) and School Breakfast Program (SBP). The AR consists of two performance standards. While findings were identified, the two performance standards reviewed were found to be satisfactory. During the Administrative Review, compliance with the new meal pattern requirements is also evaluated, at this time there are no menu findings that warrant the termination of the performance based reimbursement.

Section 207 of the Healthy, Hunger Free Kids Act amended section 22 of the NSLA (42 U.S.C.1769c) to require State agency to post a summary of the most recent final administrative review results for each SFA on the State agency's publicly available website, and the SFA is strongly encouraged to post a summary on the SFA's public website. To meet this requirement, a copy of the full Administrative Review Summary Report will be posted on the School Nutrition Team website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review> within 30 days of the SFA receiving the final AR report.

This summary includes a comprehensive list of the technical assistance that was provided throughout the review as well as all findings that require a written response from the SFA. All items listed on the red Corrective Action tabs (Menu and Review) require a written response and must be submitted in writing to CN Resource, by **January 8, 2018**. Please complete the responses electronically. If any additional responses are needed, please respond on district letterhead. In addition to responding to the findings please ensure that additional training is provided to all staff to bring all finding areas into compliance. Failure to submit the required materials by the due date may result in the withholding of claims. Should corrective actions not be submitted, a follow-up review may take place to ensure all required corrective actions were completed and implemented system-wide as appropriate.

Fiscal action is required to be calculated per 7 CFR 210.18 for critical violations to reclaim unearned reimbursement. In addition, withholding of program payments is required if documentation of corrective action is not received within 30 days of the date negotiated at the exit conference, or as later extended upon written request if extraordinary circumstances delay completion of corrective action within the originally negotiated timeframe. Uncorrected errors are subject to reclaim for the entire school year.

Any potential fiscal action will be calculated once the corrective action responses have been received and approved. You have the right to appeal the denial of all or part of a claim for reimbursement or withholding of funds. If applicable, appeal rights will be provided with the notification of the fiscal action calculation. Please note, there is the possibility of a follow-up review should corrective action not be completed or to verify corrective action was completed system-wide, as appropriate.

I appreciate the courtesies extended by you and your personnel during the review. If you have questions or need assistance concerning the school food service program, please call our office.

Thank you,

CN Resource

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## Administrative Review Technical Assistance Summary

SFA Name:	Augusta School District
SFA Code/ID Number:	180217
Administrative Review Conducted on:	Tuesday, November 14, 2017

### Commendations & Suggestions

Great job meeting the whole grain-rich requirement for the week of menu review.

There were no resource management findings. Thank you for completing the Paid Lunch Equity Tool each year and adhering to the pricing requirements for both paid student lunches and adult meals.

The SFA was incredibly well organized and prepared for the review.

The cafeteria was warm and inviting and the staff interacted well with the students.

### Other areas of Technical Assistance (Does NOT require SFA Response)

Menu Review- technical assistance was provided in an email to the SFA with the menu review results. Suggestions were provided to bring the menus into compliance.

Resource Management - NonProgram Food Revenue Tool

During the review, the SFA completed the DPI Nonprogram Food Revenue Tool and it showed the SFA was in compliance. The NonProgram Food Revenue Tool must be completed every year, and nonprogram food prices increased if the tool shows noncompliance. The SFA should carefully calculate program and nonprogram food costs. The SFA's tool showed a program lunch raw food cost of \$2.54, but an adult lunch cost was only \$1.74. If adults and students are served the same food, these costs should be the same. The tool was revised by the reviewer to show all lunch costs were \$1.74 for the reference period, and the revised tool was sent to the SFA via email with additional technical assistance.

On-Site Monitoring - The SFA has performed on-site monitoring for 2 of their 3 physical sites. Technical assistance provided to the SFA that monitoring for NSLP at the third site must be completed by February 1st.

Local School Wellness Policy - During the review, Local Wellness Policies were discussed with the SFA. The SFA is required to perform an assessment of the Local Wellness Policy at a minimum at least once every three years. The results of the assessment must be made available to the public.

During the review, Local Wellness Policies were discussed with the SFA. The Local Wellness Policy is required to contain the following: a designation of one or more SFA officials in charge of school compliance oversight; a plan for measuring compliance; goals for nutrition education, nutrition promotion, other school based activities to promote student wellness, and physical activity; and guidance for all foods available on school campus. The SFA should also contact the state agency to determine if there are any additional requirements from the state or if they have any state specific resources. The SFA was provided with the USDA link for Wellness Policies. <http://www.fns.usda.gov/tn/local-school-wellness-policy>

Smart Snacks - The SFA orders items off of a Smart Snack Compliant list provided to them by their vendor. The SFA did not have all of their items entered into the Smart Snack Calculator. No items reviewed were out of compliance. Technical assistance was provided to the SFA to enter in all items sold to the Smart Snack Calculator as they cannot always verify that every item on the vendors list does indeed meet the Smart Snack Guidelines. The SFA should keep a copy of the Smart Snack Calculator results on file for each item sold.

Civil Rights - The SFA is attempting to handle civil rights complaints in house. The SFA was shown where to locate the USDA Civil Rights Complaint Form on DPI's website and technical assistance provided that complaints should be forwarded to the USDA.

Deli or luncheon meats- recommend reducing the frequency that deli meats such as ham, deli turkey, hot dogs, and/or sausage are served for lunch.

During the review, storage requirements were discussed with the SFA. The SFA must ensure that all food is stored at least six (6) inches off the floor.

SFA Name:	Site(s) Selected for Review:		
<i>Augusta School District</i>	1 <i>Augusta High School</i>	NSLP Grade Group: 9-12	SBP Grade Group: K-12
SFA ID Number:	2 <i>N/A</i>	NSLP Grade Group:	SBP Grade Group:
<i>180217</i>	3 <i>N/A</i>	NSLP Grade Group:	SBP Grade Group:
Week of Menu Review:	<i>10/2/17 - 10/6/17</i>		

**Menu Review Findings: Lunch**

**Site 1:**

- For the week of menu review, the lunch menu did not meet the minimum daily and weekly requirements for meat/meat alternate. A meat/meat alternate was offered daily, however the minimum daily and weekly requirements were not met.
- For the week of menu review, the lunch menu did not meet the minimum daily and weekly requirements for grain. A grain was offered daily, however the minimum daily and weekly requirements were not met.
- For the week of menu review, the lunch menu did not meet the minimum daily vegetable requirement. Vegetables were offered daily, however the minimum required portion size was not met.

**Technical Assistance**

During the Administrative Review the results of the menu review were provided in a detailed Menu Review Results Report. Recommendations were included to bring all areas into compliance. All menus served within the SFA for the National School Lunch Program must meet all daily and weekly meal pattern requirements for the specific grade group. The SFA was encouraged to provide training as needed to ensure compliance. Please note that per USDA guidance any repeat menu findings in future Administrative Reviews, may result in fiscal action.

*For detailed regulations see: 7 CFR 210.10*

Required Criteria for Response to Findings	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide a written statement that all menus will be reviewed to ensure that all components are offered in at least the minimum amount required to meet the daily and weekly requirements.			
2. List the steps that will be taken when a site does not have one of the planned menu items or there are insufficient quantities on the serving day.			
3. Provide a written statement that the serving line will be visually reviewed prior to service to confirm that all required components are available.			
4. Submit the position title(s) of the SFA representative(s) that will oversee this area and ensure future compliance.			
5. Submit 1 week of menus and production records that indicate all menu items, the portion size and the component contribution for each item.			

6. Provide labels, ingredient lists, CN labels, product formulation statements, and revised or new recipes as needed for any items that have been added to the menu, if they have replaced an item, indicate the item that it replaced.			
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**Menu Review Findings: Breakfast**

For the week of menu review, the breakfast menu did not meet the minimum daily 1 ounce equivalent requirement for grain. A grain was offered daily, however the minimum required portion size was not met.

**Technical Assistance**

During the Administrative Review the results of the menu review were provided in a detailed Menu Review Results Report. Recommendations were included to bring all areas into compliance. All menus served within the SFA for the School Breakfast Program must meet all daily and weekly meal pattern requirements for the specific grade group. The SFA was encouraged to provide training as needed to ensure compliance. Please note that per USDA guidance any repeat menu findings in future Administrative Reviews, may result in fiscal action.

*For detailed regulations see: 7 CFR 220.10*

Required Criteria for Response to Findings	SFA Response	CNR Internal	
		Appv	Intls.
1. Provide a statement that all menus will be reviewed to ensure that all components are offered in at least the minimum amount required to meet the daily and weekly requirements as applicable.			
2. Provide a written process for sites to reference when they do not have one of the planned menu items or there are insufficient quantities on the serving day.			
3. Provide a statement that the serving line will be visually reviewed prior to service to confirm that all required components are available.			
4. Submit the position title(s) of the SFA representative(s) that will oversee this area and ensure future compliance.			
5. Submit 1 week of menus and production records that indicate all menu items, the portion size and the component contribution for each item.			
6. Provide labels, ingredient lists, CN labels, Product formulation statements, and revised or new recipes as needed for any items that have been added to the menu, if they have replaced an item, indicate the item that it replaced.			

SFA Name: Augusta School District  
 SFA Code/ID: 180217

Administrative Review Conducted: Tuesday, November 14, 2017  
 Site(s) Selected for Review: Augusta High School  
N/A  
N/A

Date Corrective Action Plan was provided to SFA: 12/8/2017

Due Date for Corrective Action Plan: 1/8/2018

The following pages address the findings that were identified during the Administrative Review. There is an area for a response for each finding.  
Please enter the detailed response for each in the spaces provided.

Finding #1: Afterschool Snack Program			
Snacks have not been properly counted and claimed. Not all snacks counted/claimed were reimbursable. The SFA had one POS operator that was marking each component taken, not a complete snack. This resulted in non-reimbursable snacks being claimed when a student did not take both components. The SFA also claimed			
Technical Assistance			
During the review, the requirements for properly counting and claiming snacks were discussed with the SFA. The SFA must count and claim only snacks that are reimbursable. The afterschool snack meal pattern was discussed with the SFA and how to identify reimbursable snacks. This finding may result in fiscal action.			
For detailed regulation see: 210.10(o)(2) Afterschool snacks			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement of understanding that the SFA will follow proper counting and claiming methods for snacks.			
4. Submit the new procedure for taking the point of service for the snack program.			
5. Provide meal count sheets for November once the new point of service method has been implemented.			

Finding #2: Certification and Benefit Issuance			
Not all selected applications were approved correctly. The SFA did not base its determination on all sources of income listed on the application.			
Technical Assistance			

**Required Corrective Actions- Review Areas**

During the review, determining applications was discussed with the SFA. When determining eligibility, the SFA must ensure that the household has listed the amounts, source, and frequency of current income for each household member; otherwise, the application is incomplete. For more information, see the Eligibility Manual for School Meals, Chapter 3. When determining the total household income the SFA must use all income provided on the application.

*For detailed regulation see: 245.6(c)(4)*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement that the staff approving applications understand the requirements.			
4. Describe how all applications will be determined correctly moving forward.			
5. Provide copies of each of the corrected applications, with the date corrected indicated, and letters to the household(s) if there is a change in eligibility status.			

[  ] Check the confirmation check box, sign and date the form (typing in your signature is acceptable) and upload the signed copy to cnrsupport.com by the due date indicated.

If you have any questions, feel free to contact CN Resource at your convenience. Thank you.



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