NUTRITION PROGRAMS SIMPLIFIED

Administrative Review Summary and Corrective Actions

SFA Name:	Niagara School District
SFA Code/ ID Number:	383969
Administrative Review Conducted on:	Tuesday, November 7, 2017

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on November 7, 2017; an exit conference summarizing the findings took place on the same day/or enter date of exit conference.

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 7, 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.

CN Resource
1930 N Arboleda, 101, Mesa, Arizona 85213
p 866 941.6368 f 480 325.9967

Administrative Review Technical Assistance Summary

SFA Name:	Niagara School District
SFA Code/ID Number:	383969
Administrative Review Conducted on:	Tuesday, November 7, 2017

Commendations & Suggestions
Outstanding job meeting all of the requirements for breakfast and for the grade 6 lunch menus. All daily and weekly meal component and food quantity requirements were met for the week of menu review.
Thank you for being so well prepared and organized. All staff members were very kind and accommodating. They do a great job running the program.
The cafeteria is very clean and organized. Staff do a nice job moving students through the lunch line.

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 K-5 lunch menus into compliance.
Resource Management - Adult Breakfast Price The adult breakfast price is $.08 under the requirement price per the USDA adult meal pricing guidelines in FNS Instruction 782-5. Adult breakfasts should be priced at the highest student meal price plus the federal reimbursement rate plus the state breakfast aid. This would be $2.08 ($1.70 student price + $.30 USDA reimbursement + $.08137 state breakfast aid). The SFA's price of $2.00 is insufficient and should be increased. Additional technical assistance was provided in an email, and included DPI memos on adult meal pricing and SY 17-18 reimbursement rates.
Resource Management - Paid Lunch Equity Tool The SFA made an error on the Paid Lunch Equity Tool. The SFA included a paid lunch price of $2.55, representing what the elementary students would be charged if the site were not CEP. This price should not be listed, as CEP sites should not be included on the paid lunch equity tool. The SFA has one paid lunch price ($2.90), and this is the only price that needs to be included on the Price Calculator tab of the tool. A revised tool was sent to the SFA in an email, and should be uploaded to the DPI website to replace the incorrect version previously uploaded.
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 once every three years. The results of the assessment need to be made available to the public. The SFA should use the results of the assessment to determine any changes or updates that need to be made to the wellness policy.
Recommend reducing the number of times grain based desserts such as muffins, pastries and doughnuts are offered during breakfast during the week. Recommend making sure the meal pattern is always appropriate for the age/grade groups being served for breakfast and lunch.

Required Corrective Actions- Menu Review

SFA Name:
Niagara School District
SFA ID Number:
383969
Week of Menu Review:
9/18/17 - 9/22/17

Site(s) Selected for Review:

1	*Niagara Elementary School*	NSLP Grade Group: K-5, 6-8	SBP Grade Group: K-8
2	*N/A*	NSLP Grade Group:	SBP Grade Group:
3	*N/A*	NSLP Grade Group:	SBP Grade Group:

Menu Review Findings: Lunch

Site 1:

Grade Group K-5: For the week of menu review, the lunch menu did not meet the minimum weekly requirement for grain. A grain was offered daily, however the weekly minimum requirement was not met.

Grade Group K-5: For the week of menu review, the lunch menu did not meet the minimum weekly requirement for meat/meat alternate. A meat/meat alternate was offered daily, however the weekly minimum requirement 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.			

Required Corrective Actions- Review Areas

SFA Name: Niagara School District

SFA Code/ID: 383969

Administrative Review Conducted: Tuesday, November 7, 2017

Site(s) Selected for Review: Niagara Elementary School

N/A

N/A

Date Corrective Action Plan was provided to SFA: 12/7/2017

Due Date for Corrective Action Plan: 1/7/2018

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: Civil Rights			
The SFA is attempting to resolve complaints alleging discrimination within the FNS School Meal Programs.			
Technical Assistance			
During the review the process for receiving and processing complaints alleging discrimination was discussed with the SFA. The SFA should not attempt to resolve complaints in-house and should forward all complaints to the appropriate outside agency.			
For detailed regulation see: FNS Instruction 113-1 Section XV Complaint Procedures			
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 assurance that all alleged civil rights complaints regarding the meal programs will not be handled internally and that the complaints will be forwarded to the appropriate agency.			

Finding #2: SFSP Outreach
The SFA has not performed SFSP outreach.
Technical Assistance
It was determined during the review that the SFA has not performed SFSP outreach. The SFA must perform SFSP outreach before the end of the school year. Methods of outreach such as posting SFSP information on the SFA's website, parent newsletters and district-wide emails were discussed with the SFA. Schools may fulfill this requirement through Robo calls, flyers or other methods that notify the community of locations of summer meal sites. Methods to locate sites that serve free meals to children during the summer include the following:

•Call 211
•Call 1.866.3Hungry or 1.877.8Hambre

For detailed regulation see: 210.12(d) Outreach activities. (2)

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 written statement that the SFA will cooperate with Summer Food Service Program sponsors to conduct outreach on the			

[ ] 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.

Administrative Review Team
CN Resource
P.O. Box 31060
Mesa, AZ 85275
866-941-6368
adminreview@cnresource.com