

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Kingston Hill Academy

**Date of Administrative Review:** January 28-29, 2020

**Date review results were provided to the School Food Authority:** January 29, 2020

### 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

If yes, please indicate the areas and what issues were identified in the table below.

YES	NO	REVIEW FINDINGS		
X	<input type="checkbox"/>	<b>A. Program Access and Reimbursement</b>		
		<b>YES</b>	<b>NO</b>	
		X	<input type="checkbox"/>	Certification and Benefit Issuance
		X	<input type="checkbox"/>	Verification
		X	<input type="checkbox"/>	Meal Counting and Claiming

		<p>Finding(s) Details:</p> <ol style="list-style-type: none"> <li>1) Two meal benefit applications were missing adult household member signatures.</li> <li>2) The documentation submitted for verification was not sufficient to determine regular income for the household.</li> <li>3) Minor under claim at breakfast. Some over claiming as a result of counting non-reimbursable meals as reimbursable meals.</li> </ol>		
X	<input type="checkbox"/>	<b>B. Meal Patterns and Nutritional Quality</b>		
		<b>YES</b>	<b>NO</b>	
		X	<input type="checkbox"/>	Meal Components and Quantities
		<input type="checkbox"/>	X	Offer versus Serve
		<input type="checkbox"/>	X	Dietary Specifications and Nutrient Analysis
<p>Finding(s) Details:</p> <ol style="list-style-type: none"> <li>1) Production records were not maintained as required.</li> <li>2) Fluid milk was not offered in at least two fat varieties during breakfast service</li> </ol>				
X	<input type="checkbox"/>	<b>C. School Nutrition Environment</b>		
		<b>YES</b>	<b>NO</b>	
		X	<input type="checkbox"/>	Food Safety
		<input type="checkbox"/>	X	Local School Wellness Policy
		<input type="checkbox"/>	X	Competitive Foods
<input type="checkbox"/>	X	Other		
<p>Finding(s) Details:</p> <ol style="list-style-type: none"> <li>1) No documentation to support that food safety inspections were requested from the health department.</li> <li>2) No written food safety plan is maintained on site.</li> </ol>				
X	<input type="checkbox"/>	<b>D. Civil Rights</b>		
		<p>Finding(s) Details:</p> <ol style="list-style-type: none"> <li>1) Documentation to support annual civil rights training for all staff was not maintained.</li> </ol>		

		<p>2) The District does not have a written procedure in place for accommodating students with disabilities within the school meals programs.</p> <p>3) The SFA has a general Civil Rights Complaint procedure but it does not specifically address complaints surrounding school meals.</p>
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