

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Burrillville Public School District

Date of Administrative Review: January 9, 2018

Date review results were provided to the School Food Authority: January 10, 2018

General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in?

- 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?

- 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"/> | A. Program Access and Reimbursement | | |
| | | YES | NO | |
| | | x | <input type="checkbox"/> | Certification and Benefit Issuance |
| | | x | <input type="checkbox"/> | Verification |
| | | x | <input type="checkbox"/> | Meal Counting and Claiming |
| Finding(s) Details: | | | | |

| | | <ol style="list-style-type: none"> 1) Three applications were found to be determined incorrectly for meal benefit eligibility. 2) The 30 day eligibility grace period at the start of the school year was not implemented correctly. 3) The letters used to communication eligibility and verification information were out of date and contained an old version of the USDA non-discrimination statement. 4) A second outreach attempt was not made to families selected as part of the Verification process. 5) The process in place for the counting and claiming of field trip lunches was not adequate to ensure accuracy in the number of meals claimed for reimbursement. | | | | | | | | | | | | | | | |
|--------------------------|--------------------------|--|-----|----|--|--------------------------|--------------------------|--------------------------------|--------------------------|--------------------------|------------------------------|--------------------------|---|--|--------------------------|---|-------|
| x | <input type="checkbox"/> | <p>B. Meal Patterns and Nutritional Quality</p> <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> <th></th> </tr> </thead> <tbody> <tr> <td>x</td> <td><input type="checkbox"/></td> <td>Meal Components and Quantities</td> </tr> <tr> <td><input type="checkbox"/></td> <td>x</td> <td>Offer versus Serve</td> </tr> <tr> <td><input type="checkbox"/></td> <td>x</td> <td>Dietary Specifications and Nutrient Analysis</td> </tr> </tbody> </table> <p>Finding(s) Details:</p> <ol style="list-style-type: none"> 1) The meals offered during the test week did not meet RINR whole grain standards. 2) Meals served for field trip lunches did not meet OVS or meal pattern requirements. | YES | NO | | x | <input type="checkbox"/> | Meal Components and Quantities | <input type="checkbox"/> | x | Offer versus Serve | <input type="checkbox"/> | x | Dietary Specifications and Nutrient Analysis | | | |
| YES | NO | | | | | | | | | | | | | | | | |
| x | <input type="checkbox"/> | Meal Components and Quantities | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | x | Offer versus Serve | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | x | Dietary Specifications and Nutrient Analysis | | | | | | | | | | | | | | | |
| x | <input type="checkbox"/> | <p>C. School Nutrition Environment</p> <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>x</td> <td>Food Safety</td> </tr> <tr> <td>x</td> <td><input type="checkbox"/></td> <td>Local School Wellness Policy</td> </tr> <tr> <td><input type="checkbox"/></td> <td>x</td> <td>Competitive Foods</td> </tr> <tr> <td><input type="checkbox"/></td> <td>x</td> <td>Other</td> </tr> </tbody> </table> <p>Finding(s) Details:</p> <ol style="list-style-type: none"> 1) The local wellness policy does not contain all required language. 2) There is currently no provision in place for the assessment of the local wellness policy. | YES | NO | | <input type="checkbox"/> | x | Food Safety | x | <input type="checkbox"/> | Local School Wellness Policy | <input type="checkbox"/> | x | Competitive Foods | <input type="checkbox"/> | x | Other |
| YES | NO | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | x | Food Safety | | | | | | | | | | | | | | | |
| x | <input type="checkbox"/> | Local School Wellness Policy | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | x | Competitive Foods | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | x | Other | | | | | | | | | | | | | | | |
| x | <input type="checkbox"/> | <p>D. Civil Rights</p> <p>Finding(s) Details:</p> <ol style="list-style-type: none"> 1) The USDA non-discrimination statement included on program materials was, in many cases, found to be out of date. The District's website does not contain the USDA non-discrimination statement on the School Nutrition page. 2) Non-nutrition program staff involved in the administration of the program have not received the required annual civil rights training. | | | | | | | | | | | | | | | |