

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: North Kingstown Public Schools

Date of Administrative Review: May 15, 16, 18, and May 30, 2018

Date review results were provided to the School Food Authority:

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"/>	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

		<p>Finding(s) Details:</p> <ol style="list-style-type: none"> 1) Several students were incorrectly certified for free or reduced price meals. 2) Letters regarding the Verification process were either outdated or contained missing information. 3) Copies were not kept of the communications and documents related to the Verification process. 4) At one school, meal counts were inaccurately transferred from the source documents to the claim for reimbursement. 5) The POS was at the front of the line at one school, which resulted in non-reimbursable meals being counted as reimbursable. 															
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) Insufficient meal components were offered, specifically grains and M/MA. (M/MA was corrected while reviewers were on site.) 	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			
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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><input type="checkbox"/></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><input type="checkbox"/></td> <td>Competitive Foods</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Other</td> </tr> </tbody> </table> <p>Finding(s) Details:</p> <ol style="list-style-type: none"> 1) The Wellness Policy had not been updated to include all USDA requirements. 	YES	NO		<input type="checkbox"/>	<input type="checkbox"/>	Food Safety	X	<input type="checkbox"/>	Local School Wellness Policy	<input type="checkbox"/>	<input type="checkbox"/>	Competitive Foods	<input type="checkbox"/>	<input type="checkbox"/>	Other
YES	NO																
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<input type="checkbox"/>	<input type="checkbox"/>	Other															
X	<input type="checkbox"/>	<p>D. Civil Rights</p> <p>Finding(s) Details:</p> <ol style="list-style-type: none"> 1) The Director of Administration had not obtained Civil Rights Training. 2) The updated USDA Non-Discrimination Statement was not included on benefit letters sent to households. 3) Meals were only offered to the Pre-school students who were eligible for free or reduced price meals. 															