

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: West Warwick School District

Date of Administrative Review: November 5 and November 7-8, 2018

Date review results were provided to the School Food Authority: November 9, 2018

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
		<input type="checkbox"/>	<input type="checkbox"/>	Verification

		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Counting and Claiming
		Finding(s) Details: 1) Four applications were incorrectly certified for free/reduced price meals. 2) The Direct Certification letter was not sent to households with children who were directly certified for free meals. 3) Meal counts were not counted at the point of service at Wakefield Hills Elementary School, as the POS was at the front of the service line.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	B. Meal Patterns and Nutritional Quality		
		YES	NO	
		<input type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities
		<input type="checkbox"/>	<input type="checkbox"/>	Offer versus Serve
		<input type="checkbox"/>	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis
		Finding(s) Details: 1) 2)		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	C. School Nutrition Environment		
		YES	NO	
		<input type="checkbox"/>	<input type="checkbox"/>	Food Safety
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy
		<input type="checkbox"/>	<input type="checkbox"/>	Competitive Foods
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: Monitoring
		<input checked="" type="checkbox"/>		Professional Standards
		Finding(s) Details: 1) The district has not completed updating their Wellness Policy. 2) On-site monitoring was not conducted for Maisie Quinn Elementary School. 3) All district personnel who are involved with the school food program did not meet the annual training requirements.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	D. Civil Rights		
		Finding(s) Details: 1) Documentation to support annual civil rights training for all district staff involved with the school food program was not maintained. 2)		