



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Superintendents of Schools
Executive Directors of Regional Educational Service Centers

FROM: John D. Frassinelli, Chief 
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: March 27, 2017

SUBJECT: U.S. Department of Agriculture Additional Guidance for the Implementation of the Administrative Reviews in School Nutrition Programs Final Rule

The National School Lunch Act, 42 U.S.C. 1769c, requires state agencies to report the final results of School Nutrition Program Administrative Reviews to the public in an accessible, easily understood manner in accordance with guidelines promulgated by the Secretary of Agriculture.

The Connecticut State Department of Education (CSDE) provided information on the final rule to School Food Authorities participating in the National School Lunch Program and School Breakfast Program on October 11, 2016, as part of [USDA's Food and Nutrition Service \(FNS\) Memo Code SP 56-2016](#).

Regulations at 7 CFR 210.18(m) require the CSDE to post a summary of the most recent Administrative Review results for each School Food Authority on the CSDE's public website no later than 30 days after the CSDE provides the final results of the Administrative Review to the School Food Authority. The CSDE must also provide a copy of the full Administrative Review report to the public upon request.

The Administrative Review results summary will include the following areas of the review:

- A. Meal Access and Reimbursement
 - Certification and Benefit Issuance
 - Verification of Household Applications
 - Meal Counting and Claiming
- B. Meal Pattern and Nutritional Quality
 - Meal Components and Quantities
 - Offer versus Serve Option
 - Dietary Specifications and Nutrient Analysis
- C. General Program Compliance
 - Civil Rights
 - Local School Wellness Policy
 - Smart Snacks in Schools
 - Food Safety, Storage, and the Buy American Provision
 - Other Areas
 - Resource Management
 - Professional Standards
 - On-site Monitoring
 - School Breakfast and Summer Food Service Program Outreach.

Administrative Reviews of School Food Authorities are conducted every three years and the results summary will remain posted until another Administrative Review occurs and a new report is issued. The CSDE also encourages each School Food Authority to post a summary on its own public website. Attached is a copy of the Administrative Review Results Summary template.

For questions and additional information, please feel free to contact me at 860-807-2050 or john.frassinelli@ct.gov or Susan Alston at 860-807-2081 or susan.alston@ct.gov.

JDF:saa

Attachment

ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS

School Food Authority (SFA) Operations:

- Self-operated Food Service Management Company Contract

Date of Administrative Review (Entrance Conference Date):

GENERAL PROGRAM PARTICIPATION

1. What Child Nutrition Programs does the SFA participate in? *(Check all that apply)*

- School Breakfast Program (7 CFR 220)
- National School Lunch Program (7 CFR 210)
- Fresh Fruit and Vegetable Program (P.L. 113-79 Section 19)
- Afterschool Snack Program (7 CFR 210)
- Special Milk Program (7 CFR 215)
- Seamless Summer Option (7 CFR 210)

2. Does the SFA operate under any Special Provisions?

- No Yes *(Check all that apply)*
 - Community Eligibility Provision (CEP)
 - Special Provision 1
 - Special Provision 2
 - Special Provision 3

REVIEW FINDINGS

3. Were any findings identified during the SFA’s review?

- No Yes: Indicate below the areas and issues identified.

| A. MEAL ACCESS AND REIMBURSEMENT | | |
|---|------------------------------|---|
| Findings for Certification and Benefit Issuance | | |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | <p>Findings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Free and reduced application processing compliance <input type="checkbox"/> Household eligibility notification compliance <input type="checkbox"/> Direct certification procedure compliance <input type="checkbox"/> Benefit issuance document compliance <input type="checkbox"/> Other: <p>Connecticut State Department of Education (CSDE):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Technical assistance provided to SFA <input type="checkbox"/> Corrective action received by CSDE <input type="checkbox"/> Corrective action approved by CSDE <p><i>For information on certification and benefit issuance, review the USDA’s Eligibility Manual for School Meals.</i></p> |

ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS

REVIEW FINDINGS, continued

| A. MEAL ACCESS AND REIMBURSEMENT, continued | | |
|---|------------------------------|--|
| Verification of Household Applications | | |
| <input type="checkbox"/> Not applicable (sponsor does not collect free and reduced meal applications) | | |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | <p>Findings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verification process compliance <input type="checkbox"/> Household verification letter compliance <input type="checkbox"/> Verification benefit issuance document compliance <input type="checkbox"/> Other: <p>CSDE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Technical assistance provided to SFA <input type="checkbox"/> Corrective action received by CSDE <input type="checkbox"/> Corrective action approved by CSDE <p><i>For information on verification, visit the CSDE's Verification webpage.</i></p> |
| Meal Counting and Claiming | | |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | <p>Findings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meal counting and claiming compliance <input type="checkbox"/> Edit Check compliance <input type="checkbox"/> Counting, consolidating, and recording of reimbursable meals compliance <input type="checkbox"/> Policy compliance for incomplete meals, second meals, visiting student meals, adult and non-student meals, student worker meals, a la carte items, field trip meals, or pre-paid meals <input type="checkbox"/> Other: <p>CSDE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Technical assistance provided to SFA <input type="checkbox"/> Corrective action received by CSDE <input type="checkbox"/> Corrective action approved by CSDE <p><i>For information on meal counting and claiming, visit the CSDE's Meal Counting and Claiming webpage.</i></p> |

ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS

REVIEW FINDINGS, continued

B. MEAL PATTERN AND NUTRITIONAL QUALITY

| Meal Components and Quantities | | |
|--------------------------------|------------------------------|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | <p>Findings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meal pattern compliance (whole grain-rich, vegetable subgroups, milk type): <ul style="list-style-type: none"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Meal component compliance <ul style="list-style-type: none"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Sufficient quantities/complete meal compliance <ul style="list-style-type: none"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Production record compliance <ul style="list-style-type: none"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Other: <p>CSDE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Technical assistance provided to SFA <input type="checkbox"/> Corrective action received by CSDE <input type="checkbox"/> Corrective action approved by CSDE <p><i>For information on the USDA meal pattern requirements, visit the CSDE's Meal Patterns for School Nutrition Programs webpage.</i></p> |

ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS

REVIEW FINDINGS, continued

| B. MEAL PATTERN AND NUTRITIONAL QUALITY, continued | | |
|--|------------------------------|---|
| Offer versus Serve (OVS) | | |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | <p>Findings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meal selection compliance under OVS <ul style="list-style-type: none"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Reimbursable meal compliance under OVS <ul style="list-style-type: none"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Food service staff/cashier knowledge of OVS compliance <ul style="list-style-type: none"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Student knowledge of OVS compliance <ul style="list-style-type: none"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Other: <p>CSDE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Technical assistance provided to SFA <input type="checkbox"/> Corrective action received by CSDE <input type="checkbox"/> Corrective action approved by CSDE <p><i>For information on OVS, visit the CSDE's OVS for School Nutrition Programs webpage.</i></p> |
| Dietary Specifications and Nutrient Analysis | | |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | <p>Findings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Nutrient analysis not required <input type="checkbox"/> Nutrient analysis conducted <ul style="list-style-type: none"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Other: <p>CSDE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Technical assistance provided to SFA <input type="checkbox"/> Corrective action received by CSDE <input type="checkbox"/> Corrective action approved by CSDE <p><i>For information on the USDA dietary specifications, visit the CSDE's Meal Patterns for School Nutrition Programs webpage.</i></p> |

ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS

REVIEW FINDINGS, continued

| C. GENERAL PROGRAM COMPLIANCE | | |
|---|------------------------------|--|
| Civil Rights (FNS Instruction 113-1) | | |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | <p>Findings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Nondiscrimination statement compliance <input type="checkbox"/> Accommodating special dietary needs compliance <input type="checkbox"/> Written complaint procedure compliance <input type="checkbox"/> Civil rights training compliance <input type="checkbox"/> Other: <p>CSDE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Technical assistance provided to SFA <input type="checkbox"/> Corrective action received by CSDE <input type="checkbox"/> Corrective action approved by CSDE <p><i>For information on the USDA civil rights requirements, visit the CSDE's Civil Rights for Child Nutrition Programs webpage.</i></p> |
| Local School Wellness Policy | | |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | <p>Findings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wellness policy compliance <input type="checkbox"/> Other: <p>CSDE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Technical assistance provided to SFA <input type="checkbox"/> Corrective action received by CSDE <input type="checkbox"/> Corrective action approved by CSDE <p><i>For information on school wellness policies, visit the CSDE's School Wellness Policies webpage.</i></p> |

ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS

C. GENERAL PROGRAM COMPLIANCE. continued

Smart Snacks in Schools

| | | |
|-----------------------------|------------------------------|---|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | <p>Findings:</p> <p><input type="checkbox"/> Foods and beverages sold on the school campus (excluding reimbursable meals) are Smart Snacks compliant</p> <p><input type="checkbox"/> Other:</p> <p>CSDE:</p> <p><input type="checkbox"/> Technical assistance provided to SFA</p> <p><input type="checkbox"/> Corrective action received by CSDE</p> <p><input type="checkbox"/> Corrective action approved by CSDE</p> <p><i>For information on Smart Snacks, visit the CSDE's Smart Snacks Nutrition Standards webpage.</i></p> |
|-----------------------------|------------------------------|---|

Food Safety, Storage and Buy American

| | | |
|-----------------------------|------------------------------|---|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | <p>Findings:</p> <p><input type="checkbox"/> Food Safety Plan compliance</p> <p><input type="checkbox"/> Food Safety inspections compliance</p> <p><input type="checkbox"/> Buy American Provision compliance</p> <p><input type="checkbox"/> Other:</p> <p>CSDE:</p> <p><input type="checkbox"/> Technical assistance provided to SFA</p> <p><input type="checkbox"/> Corrective action received by CSDE</p> <p><input type="checkbox"/> Corrective action approved by CSDE</p> <p><i>For information on food safety, visit the CSDE's Food Safety for Child Nutrition Programs webpage. For information on the Buy American requirements, review the USDA's memo SP-24-2016, Questions and Answers on Buy American Provision.</i></p> |
|-----------------------------|------------------------------|---|

Other Areas

| | | |
|-----------------------------|------------------------------|---|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | <p>Findings:</p> <p>Other:</p> <p>CSDE:</p> <p><input type="checkbox"/> Technical assistance provided to SFA</p> <p><input type="checkbox"/> Corrective action received by CSDE</p> <p><input type="checkbox"/> Corrective action approved by CSDE</p> |
|-----------------------------|------------------------------|---|

ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS

Additional Comments:

ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS

For more information, see the Connecticut State Department of Education's (CSDE) [School Nutrition Programs](#) webpage or contact the [school nutrition programs staff](#) in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103.



The CSDE's administrative review summaries of school nutrition programs are posted on the CSDE's [Administrative Review Summary Reports](#) webpage.

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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