STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: San Miguel School

Date of Administrative Review: November 29, 2018

Date review results were provided to the School Food Authority: December 19, 2018

General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in? (Select all that apply)
   - X School Breakfast Program
   - X 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?
   - X Yes  ☐ No

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

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>REVIEW FINDINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>☐</td>
<td>A. Program Access and Reimbursement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>YES  NO</td>
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<tr>
<td>X</td>
<td>☐</td>
<td>Certification and Benefit Issuance</td>
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<tr>
<td>X</td>
<td>☐</td>
<td>Verification</td>
</tr>
</tbody>
</table>
### Meal Counting and Claiming

**Finding(s) Details:**

1. One error transferring eligibility status to the benefit issuance document.

2. Verification was not completed by the deadline, and was not completed accurately.

3. Counts were not always transferred accurately from the point of service meal count sheet to the claim for reimbursement.

### Meal Patterns and Nutritional Quality

<table>
<thead>
<tr>
<th>YES</th>
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- Meal Components and Quantities
- Offer versus Serve
- Dietary Specifications and Nutrient Analysis

### School Nutrition Environment

<table>
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- Food Safety
- Local School Wellness Policy
- Competitive Foods
- Other: Professional Standards

**Finding(s) Details:**

1. Local School Wellness Policy has not been established.

2. Professional Standards are not being tracked.

### Civil Rights

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**Finding(s) Details:**

1. No documentation of annual civil rights training.