STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: SouthSide Elementary School

Date of Administrative Review: February 5\textsuperscript{th}, 2019

Date review results were provided to the School Food Authority: February 11, 2019

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### 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.

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

**Finding(s) Details:**
1. Some meal benefit applications were missing required information.
2. Verification was not completed by specified deadline.
3. Meal counts were slightly underclaimed.

## B. Meal Patterns and Nutritional Quality

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>☐</td>
<td>☑</td>
</tr>
</tbody>
</table>

- Meal Components and Quantities
- Offer versus Serve
- Dietary Specifications and Nutrient Analysis

**Finding(s) Details:**
1. Production records not maintained as required.

## C. School Nutrition Environment

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
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</table>

- Food Safety
- Local School Wellness Policy
- Competitive Foods
- Other

**Finding(s) Details:**
1.  
2.  

## D. Civil Rights

**Finding(s) Details:**
1.  
2.  

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