STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: St. Thomas Regional School

Date of Administrative Review: 1/7/19 & 1/8/19

Date review results were provided to the School Food Authority: 1/10/19

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>YES</td>
<td>NO</td>
<td>Certification and Benefit Issuance</td>
</tr>
<tr>
<td>☑</td>
<td></td>
<td>Verification</td>
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</tbody>
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USDA is an Equal Opportunity Provider, Employer and Lender
### Meal Counting and Claiming

**Finding(s) Details:**
1. Documentation of letters concerning application of, eligibility and determination of, and direct certification notification letters.
2. Eligibility changes were not made as a result of the verification process.

### B. Meal Patterns and Nutritional Quality

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>✔</td>
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</tbody>
</table>

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

1. Production records were not maintained as required

### C. School Nutrition Environment

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tbody>
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<td>✔</td>
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</table>

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

**Finding(s) Details:**
1. The most recent health inspection was not posted in a publicly visible place.
2. Local Wellness Policy requirements have not been met.
3. School nutrition program personnel have not met the annual training requirements.

### D. Civil Rights

**Finding(s) Details:**
1. Nutrition program staff involved in the administration of the program have not received the required annual civil rights training.