STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Westerly School District

Date of Administrative Review: April 24-April 26 and May 2, 2018

Date review results were provided to the School Food Authority: May 7, 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
   - X 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>
</tr>
<tr>
<td>X</td>
<td>□</td>
<td>Verification</td>
</tr>
<tr>
<td>X</td>
<td>□</td>
<td>Meal Counting and Claiming</td>
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</tbody>
</table>

Finding(s) Details:
1) Approval/denial letter for reduced price meals was missing information regarding being entitled to a hearing.
2) Some of the verification letters were missing the correct non-discrimination statement.
3) Meal counts at the pre-school were not combined and recorded correctly on the claim for reimbursement.
4) Meals at the pre-school were not counted at the point of service.

### B. Meal Patterns and Nutritional Quality

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

Finding(s) Details:
1) Production records were not maintained as comprehensively as required.
2) At Bradley school, meals offered did not contain sufficient quantities.
3) Vegetable sub-group requirements were not met, primarily, legumes.
4) At Bradley, the requirement to serve no more than half of the fruit in juice form at breakfast was not met.

### C. School Nutrition Environment

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<tr>
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<th>YES</th>
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- Food Safety
- Local School Wellness Policy
- Competitive Foods
- Other: Monitoring
- Other: Professional Standards

Finding(s) Details:
1) Local Wellness Policy requirements were not met regarding marketing/advertising of food/beverages that do not meet Smart Snack standards.
2) Monitoring visits were not conducted at Babcock Hall.
3) Bradley School self-monitored.
4) Only 2 breakfast services were monitored, instead of the 3 that were required.
5) None of the district staff who work within the school nutrition program have met the annual training requirements.

### D. Civil Rights

Finding(s) Details:
1) Documentation to support annual civil rights training for all staff was not maintained.
2) The district does not have a Civil Rights complaint procedure.