STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Middletown Public Schools

Date of Administrative Review: December 12, 13 and 21, 2017

Date review results were provided to the School Food Authority: December 27, 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.

YES	NO	REVIEW FINDINGS		
X	☐	**A. Program Access and Reimbursement**		
		YES	NO	
		X	☐	Certification and Benefit Issuance
		X	☐	Verification

		X ☐	Meal Counting and Claiming

Finding(s) Details:
1) Incomplete applications, as well as determination errors.
2) Supporting documentation submitted by a household was reviewed inaccurately. Also, one school conducted verification outside of the district's centralized process.
3) At the elementary schools, meals were entered prior to the children receiving them. In addition, eligibility updates were not being made on a timely basis, resulting in claiming errors.

☐	X	**B. Meal Patterns and Nutritional Quality**

YES	NO	
☐	☐	Meal Components and Quantities
☐	☐	Offer versus Serve
☐	☐	Dietary Specifications and Nutrient Analysis

Finding(s) Details:
1)

2)

☐	X	**C. School Nutrition Environment**

YES	NO	
☐	☐	Food Safety
☐	☐	Local School Wellness Policy
☐	☐	Competitive Foods
☐	☐	Other

Finding(s) Details:
1)

2)

☐	X	**D. Civil Rights**

Finding(s) Details:
1)

2)