

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Woonsocket Education Department

Date of Administrative Review: April 10-13, 2018

Date review results were provided to the School Food Authority: April 13, 2018

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.

YES	NO	REVIEW FINDINGS		
x	<input type="checkbox"/>	A. Program Access and Reimbursement		
		YES	NO	
		x	<input type="checkbox"/>	Certification and Benefit Issuance
		x	<input type="checkbox"/>	Verification
		x	<input type="checkbox"/>	Meal Counting and Claiming

		Finding(s) Details: <ol style="list-style-type: none"> 1) Several meal benefit applications were found to be determined incorrectly for meal benefit eligibility. 2) The letters used to notify families of meal benefit eligibility determinations and the verification process included missing or outdated information. 3) Several applications were determined or reported incorrectly as part of the verification process. 4) In some cases meal counts were found to not have been recorded accurately at the point of service. 5) There were several errors in transferring meal counts from the point of service counting system to the claim for reimbursement. 6) Meals for a separate LEA are being consolidated and claimed under one of Woonsocket Education Department's existing sites. 7) Meals are being claimed for reimbursement at a site that does not meet program eligibility requirements. 																
x	<input type="checkbox"/>	B. Meal Patterns and Nutritional Quality <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> <th></th> </tr> </thead> <tbody> <tr> <td>x</td> <td><input type="checkbox"/></td> <td>Meal Components and Quantities</td> </tr> <tr> <td><input type="checkbox"/></td> <td>x</td> <td>Offer versus Serve</td> </tr> <tr> <td><input type="checkbox"/></td> <td>x</td> <td>Dietary Specifications and Nutrient Analysis</td> </tr> </tbody> </table> Finding(s) Details: <ol style="list-style-type: none"> 1) At the two reviewed sites, only one variety of fluid milk was found to have been served during the test month. 2) At the two reviewed sites, the SFA failed to meet the minimum weekly requirements for one or more meal component. One of the two sites also failed to meet the daily minimum requirements for multiple meal components. 		YES	NO		x	<input type="checkbox"/>	Meal Components and Quantities	<input type="checkbox"/>	x	Offer versus Serve	<input type="checkbox"/>	x	Dietary Specifications and Nutrient Analysis			
YES	NO																	
x	<input type="checkbox"/>	Meal Components and Quantities																
<input type="checkbox"/>	x	Offer versus Serve																
<input type="checkbox"/>	x	Dietary Specifications and Nutrient Analysis																
x	<input type="checkbox"/>	C. School Nutrition Environment <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> <th></th> </tr> </thead> <tbody> <tr> <td>x</td> <td><input type="checkbox"/></td> <td>Food Safety</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Local School Wellness Policy</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Competitive Foods</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Other</td> </tr> </tbody> </table> Finding(s) Details: <ol style="list-style-type: none"> 1) A copy of the written food safety plan is not available on site at each school. 2) 		YES	NO		x	<input type="checkbox"/>	Food Safety	<input type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy	<input type="checkbox"/>	<input type="checkbox"/>	Competitive Foods	<input type="checkbox"/>	<input type="checkbox"/>	Other
YES	NO																	
x	<input type="checkbox"/>	Food Safety																
<input type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy																
<input type="checkbox"/>	<input type="checkbox"/>	Competitive Foods																
<input type="checkbox"/>	<input type="checkbox"/>	Other																
<input type="checkbox"/>	x	D. Civil Rights																