STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: West Bay Collaborative

Date of Administrative Review: April 23rd-24th, 2019

Date review results were provided to the School Food Authority: June 19th, 2019

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>
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<tbody>
<tr>
<td>✔</td>
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<td>A. Program Access and Reimbursement</td>
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<td></td>
<td>✔</td>
<td>Certification and Benefit Issuance</td>
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<td>Verification</td>
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</table>
### Meal Counting and Claiming

**Finding(s) Details:**
1) Eligibility determination error
2) Verification not completed by required deadline
3) Minor errors transferring meal counts to claim for reimbursement

### B. Meal Patterns and Nutritional Quality

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

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

### C. School Nutrition Environment

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

**Finding(s) Details:**
1) Wellness Policy does not fully meet requirements
2)

### D. Civil Rights

**Finding(s) Details:**
1) Not all program materials include required non-discrimination statement
2) Civil Rights training not complete