

**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)

- 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"/>	<b>A. Program Access and Reimbursement</b>		
		<b>YES</b>	<b>NO</b>	
		X	<input type="checkbox"/>	Certification and Benefit Issuance
		X	<input type="checkbox"/>	Verification
		X	<input type="checkbox"/>	Meal Counting and Claiming
		Finding(s) Details: 1) Approval/denial letter for reduced price meals was missing information regarding being entitled to a hearing.		

		<p>2) Some of the verification letters were missing the correct non-discrimination statement.</p> <p>3) Meal counts at the pre-school were not combined and recorded correctly on the claim for reimbursement.</p> <p>4) Meals at the pre-school were not counted at the point of service.</p>																		
X	<input type="checkbox"/>	<p><b>B. Meal Patterns and Nutritional Quality</b></p> <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><input type="checkbox"/></td> <td>Offer versus Serve</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Dietary Specifications and Nutrient Analysis</td> </tr> </tbody> </table> <p>Finding(s) Details:</p> <ol style="list-style-type: none"> <li>1) Production records were not maintained as comprehensively as required.</li> <li>2) At Bradley school, meals offered did not contain sufficient quantities.</li> <li>3) Vegetable sub-group requirements were not met, primarily, legumes.</li> <li>4) At Bradley, the requirement to serve no more than half of the fruit in juice form at breakfast was not met.</li> </ol>	YES	NO		X	<input type="checkbox"/>	Meal Components and Quantities	<input type="checkbox"/>	<input type="checkbox"/>	Offer versus Serve	<input type="checkbox"/>	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis						
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X	<input type="checkbox"/>	<p><b>D. Civil Rights</b></p> <p>Finding(s) Details:</p> <ol style="list-style-type: none"> <li>1) Documentation to support annual civil rights training for all staff was not maintained.</li> <li>2) The district does not have a Civil Rights complaint procedure.</li> </ol>																		