

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Highlander Charter School - Warren

Date of Administrative Review: April 4, 2017

Date review results were provided to the School Food Authority: April 6, 2017

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

		<input type="checkbox"/>	x	Meal Counting and Claiming
		Finding(s) Details: 1) The SFA is not currently notifying families who qualify for free meal benefits through direct certification of their eligibility status. Additionally, the non-discrimination statement used on program materials is in some cases missing and in some cases out of date. 2) The SFA did not conduct the verification process in a timely fashion.		
x	<input type="checkbox"/>	B. Meal Patterns and Nutritional Quality		
		YES	NO	
		<input type="checkbox"/>	x	Meal Components and Quantities
		<input type="checkbox"/>	x	Offer versus Serve
		x	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis
		Finding(s) Details: 1) The menu planning approach used by the SFA does not address the varying nutritional guidelines for the mixed age/grade groups served at the school.		
x	<input type="checkbox"/>	C. School Nutrition Environment		
		YES	NO	
		<input type="checkbox"/>	x	Food Safety
		x	<input type="checkbox"/>	Local School Wellness Policy
		<input type="checkbox"/>	x	Competitive Foods
		<input type="checkbox"/>	x	Other
		Finding(s) Details: 1) The SFA does not have a formal wellness committee of process in place for updating the school's wellness policy, which is not currently in compliance with FNS guidelines.		
x	<input type="checkbox"/>	D. Civil Rights		
		Finding(s) Details: 1) School level staff with responsibility in the implementation of the school nutrition program have not received annual civil rights training specific to this program.		