

Administrative Review Summary of School Nutrition Programs

School Food Authority (SFA) Operations: Danbury Public Schools

- Self-operated Food Service Management Company Contract

Date of Administrative Review (Entrance Conference Date): January 29, 2019

General Program Participation

1. What Child Nutrition Programs does the SFA participate in? *(Check all that apply)*

- School Breakfast Program (7 CFR 220)
- National School Lunch Program (7 CFR 210)
- Fresh Fruit and Vegetable Program (P.L. 113-79 Section 19)
- Afterschool Snack Program (7 CFR 210)
- Special Milk Program (7 CFR 215)
- Seamless Summer Option (7 CFR 210)

2. Does the SFA operate under any Special Provisions?

- No Yes *(Check all that apply)*
 - Community Eligibility Provision (CEP)
 - Special Provision 1
 - Special Provision 2
 - Special Provision 3

Review Findings

3. Were any findings identified during the SFA’s review?

- No Yes: Indicate below the areas and issues identified.

A. MEAL ACCESS AND REIMBURSEMENT	
Findings for Certification and Benefit Issuance	
<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <p>Findings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Free and reduced application processing compliance <input type="checkbox"/> Household eligibility notification compliance <input checked="" type="checkbox"/> Direct certification procedure compliance <input type="checkbox"/> Benefit issuance document compliance <input type="checkbox"/> Other: <p>Connecticut State Department of Education (CSDE):</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Technical assistance provided to SFA <input checked="" type="checkbox"/> Corrective action received by CSDE <input checked="" type="checkbox"/> Corrective action approved by CSDE <p><i>For information on certification and benefit issuance, review the USDA’s Eligibility Manual for School Meals.</i></p>

Administrative Review Summary of School Nutrition Programs

Review Findings, continued

A. MEAL ACCESS AND REIMBURSEMENT, continued		
Verification of Household Applications <input type="checkbox"/> Not applicable (sponsor does not collect free and reduced meal applications)		
<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verification process compliance <input type="checkbox"/> Household verification letter compliance <input type="checkbox"/> Verification benefit issuance document compliance <input type="checkbox"/> Other: <p>CSDE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Technical assistance provided to SFA <input type="checkbox"/> Corrective action received by CSDE <input type="checkbox"/> Corrective action approved by CSDE <p><i>For information on verification, visit the CSDE's Verification Procedures for School Nutrition Programs webpage.</i></p>
Meal Counting and Claiming		
<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meal counting and claiming compliance <input type="checkbox"/> Edit Check compliance <input type="checkbox"/> Counting, consolidating, and recording of reimbursable meals compliance <input type="checkbox"/> Policy compliance for incomplete meals, second meals, visiting student meals, adult and non-student meals, student worker meals, a la carte items, field trip meals, or pre-paid meals <input type="checkbox"/> Other: <p>CSDE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Technical assistance provided to SFA <input type="checkbox"/> Corrective action received by CSDE <input type="checkbox"/> Corrective action approved by CSDE <p><i>For information on meal counting and claiming, visit the CSDE's Meal Counting and Claiming webpage.</i></p>

Administrative Review Summary of School Nutrition Programs

Review Findings, continued

B. MEAL PATTERN AND NUTRITIONAL QUALITY

Meal Components and Quantities

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p>Findings:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Meal pattern compliance (whole grain-rich, vegetable subgroups, milk type): <ul style="list-style-type: none"> <input type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input type="checkbox"/> Meal component compliance <ul style="list-style-type: none"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input checked="" type="checkbox"/> Sufficient quantities/complete meal compliance <ul style="list-style-type: none"> <input type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input type="checkbox"/> Production record compliance <ul style="list-style-type: none"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Other: <p>CSDE:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Technical assistance provided to SFA <input checked="" type="checkbox"/> Corrective action received by CSDE <input checked="" type="checkbox"/> Corrective action approved by CSDE <p><i>For information on the USDA meal pattern requirements, visit the CSDE's Meal Patterns for Grades K-12 in School Nutrition Programs and Meal Patterns for Preschoolers in School Nutrition Programs webpages.</i></p>
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Administrative Review Summary of School Nutrition Programs

Review Findings, continued

B. MEAL PATTERN AND NUTRITIONAL QUALITY, continued		
Offer versus Serve (OVS)		
<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <p><input type="checkbox"/> Meal selection compliance under OVS</p> <p style="padding-left: 20px;"><input type="checkbox"/> Breakfast</p> <p style="padding-left: 20px;"><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Reimbursable meal compliance under OVS</p> <p style="padding-left: 20px;"><input type="checkbox"/> Breakfast</p> <p style="padding-left: 20px;"><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Food service staff/cashier knowledge of OVS compliance</p> <p style="padding-left: 20px;"><input type="checkbox"/> Breakfast</p> <p style="padding-left: 20px;"><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Student knowledge of OVS compliance</p> <p style="padding-left: 20px;"><input type="checkbox"/> Breakfast</p> <p style="padding-left: 20px;"><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Other:</p> <p>CSDE:</p> <p><input type="checkbox"/> Technical assistance provided to SFA</p> <p><input type="checkbox"/> Corrective action received by CSDE</p> <p><input type="checkbox"/> Corrective action approved by CSDE</p> <p><i>For information on OVS, visit the CSDE's OVS for Grades K-12 in School Nutrition Programs webpage.</i></p>
Dietary Specifications and Nutrient Analysis		
<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <p><input type="checkbox"/> Nutrient analysis not required</p> <p><input type="checkbox"/> Nutrient analysis conducted</p> <p style="padding-left: 20px;"><input type="checkbox"/> Breakfast</p> <p style="padding-left: 20px;"><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Other:</p> <p>CSDE:</p> <p><input type="checkbox"/> Technical assistance provided to SFA</p> <p><input type="checkbox"/> Corrective action received by CSDE</p> <p><input type="checkbox"/> Corrective action approved by CSDE</p> <p><i>For information on the USDA dietary specifications, visit the CSDE's Meal Patterns for Grades K-12 in School Nutrition Programs webpage.</i></p>

Administrative Review Summary of School Nutrition Programs

Review Findings, continued

C. GENERAL PROGRAM COMPLIANCE		
Civil Rights (FNS Instruction 113-1)		
<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p>Findings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Nondiscrimination statement compliance <input type="checkbox"/> Accommodating special dietary needs compliance <input checked="" type="checkbox"/> Written complaint procedure compliance <input type="checkbox"/> Civil rights training compliance <input type="checkbox"/> Other: <p>CSDE:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Technical assistance provided to SFA <input checked="" type="checkbox"/> Corrective action received by CSDE <input checked="" type="checkbox"/> Corrective action approved by CSDE <p><i>For information on the USDA civil rights requirements, visit the CSDE's Civil Rights for Child Nutrition Programs webpage.</i></p>
Local School Wellness Policy		
<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wellness policy compliance <input type="checkbox"/> Other: <p>CSDE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Technical assistance provided to SFA <input type="checkbox"/> Corrective action received by CSDE <input type="checkbox"/> Corrective action approved by CSDE <p><i>For information on school wellness policies, visit the CSDE's School Wellness Policies webpage.</i></p>

Administrative Review Summary of School Nutrition Programs

C. GENERAL PROGRAM COMPLIANCE. continued

Smart Snacks in Schools

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <p><input type="checkbox"/> Foods and beverages sold on the school campus (excluding reimbursable meals) are Smart Snacks compliant</p> <p><input type="checkbox"/> Other:</p> <p>CSDE:</p> <p><input type="checkbox"/> Technical assistance provided to SFA</p> <p><input type="checkbox"/> Corrective action received by CSDE</p> <p><input type="checkbox"/> Corrective action approved by CSDE</p> <p><i>For information on Smart Snacks, visit the CSDE's Smart Snacks Nutrition Standards webpage.</i></p>
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Food Safety, Storage and Buy American

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <p><input type="checkbox"/> Food Safety Plan compliance</p> <p><input type="checkbox"/> Food Safety inspections compliance</p> <p><input type="checkbox"/> Buy American Provision compliance</p> <p><input type="checkbox"/> Other:</p> <p>CSDE:</p> <p><input type="checkbox"/> Technical assistance provided to SFA</p> <p><input type="checkbox"/> Corrective action received by CSDE</p> <p><input type="checkbox"/> Corrective action approved by CSDE</p> <p><i>For information on food safety, visit the CSDE's Food Safety for Child Nutrition Programs webpage. For information on the Buy American requirements, review the USDA's USDA Memo 38-2017: Compliance with and Enforcement of the Buy American Provision in the NSLP</i></p>
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Other Areas

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <p>Other:</p> <p>CSDE:</p> <p><input type="checkbox"/> Technical assistance provided to SFA</p> <p><input type="checkbox"/> Corrective action received by CSDE</p> <p><input type="checkbox"/> Corrective action approved by CSDE</p>
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Additional Comments:

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For more information, see the Connecticut State Department of Education's (CSDE) [Administrative Review](#) webpage or contact the [school nutrition programs staff](#) in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

The CSDE's administrative review summaries of school nutrition programs are posted on the CSDE's [Administrative Review Summary Reports](#) webpage.

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Office of the Assistant Secretary for Civil Rights
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