

ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS

School Food Authority (SFA) Operations: St. James School 06901

- Self-operated Food Service Management Company Contract

Date of Administrative Review (Entrance Conference Date):

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 checked="" type="checkbox"/> Free and reduced application processing compliance <input type="checkbox"/> Household eligibility notification compliance <input 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 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 type="checkbox"/> Meal pattern compliance (whole grain-rich, vegetable subgroups, milk type): <ul style="list-style-type: none"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input checked="" type="checkbox"/> Meal component compliance <ul style="list-style-type: none"> <input checked="" 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 School Nutrition Programs webpage.</i></p>

ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS

REVIEW FINDINGS, continued

B. MEAL PATTERN AND NUTRITIONAL QUALITY, continued

Offer versus Serve (OVS)

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meal selection compliance under OVS <ul style="list-style-type: none"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Reimbursable meal compliance under OVS <ul style="list-style-type: none"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Food service staff/cashier knowledge of OVS compliance <ul style="list-style-type: none"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Student knowledge of OVS compliance <ul style="list-style-type: none"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input checked="" type="checkbox"/> Other: signage <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 OVS, visit the CSDE's OVS for School Nutrition Programs webpage.</i></p>
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Dietary Specifications and Nutrient Analysis

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Nutrient analysis not required <input type="checkbox"/> Nutrient analysis conducted <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 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 the USDA dietary specifications, visit the CSDE's Meal Patterns for School Nutrition Programs webpage.</i></p>
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ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS

REVIEW FINDINGS, continued

C. GENERAL PROGRAM COMPLIANCE		
Civil Rights (FNS Instruction 113-1)		
<input checked="" type="checkbox"/> No	<input 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 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 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 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 type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p>Findings:</p> <p><input checked="" 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 checked="" type="checkbox"/> Technical assistance provided to SFA</p> <p><input checked="" type="checkbox"/> Corrective action received by CSDE</p> <p><input checked="" 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 memo SP-24-2016, Questions and Answers on Buy American Provision.</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) [School Nutrition Programs](#) 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.



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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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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