

**ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS**

**School Food Authority (SFA) Operations: Essex Board of Education**

Self-operated       Food Service Management Company Contract

**Date of Administrative Review (Entrance Conference Date):** May 10, 2017

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

**ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS**

**REVIEW FINDINGS, continued**

**A. MEAL ACCESS AND REIMBURSEMENT, continued**

**Verification of Household Applications**

Not applicable (sponsor does not collect free and reduced meal applications)

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p><b>Findings:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Verification process compliance</li> <li><input type="checkbox"/> Household verification letter compliance</li> <li><input type="checkbox"/> Verification benefit issuance document compliance</li> <li><input type="checkbox"/> Other:</li> </ul> <p><b>CSDE:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Technical assistance provided to SFA</li> <li><input type="checkbox"/> Corrective action received by CSDE</li> <li><input type="checkbox"/> Corrective action approved by CSDE</li> </ul> <p><i>For information on verification, visit the CSDE's <a href="#">Verification</a> webpage.</i></p>
--	------------------------------	--

**Meal Counting and Claiming**

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p><b>Findings:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meal counting and claiming compliance</li> <li><input type="checkbox"/> Edit Check compliance</li> <li><input type="checkbox"/> Counting, consolidating, and recording of reimbursable meals compliance</li> <li><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</li> <li><input type="checkbox"/> Other:</li> </ul> <p><b>CSDE:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Technical assistance provided to SFA</li> <li><input type="checkbox"/> Corrective action received by CSDE</li> <li><input type="checkbox"/> Corrective action approved by CSDE</li> </ul> <p><i>For information on meal counting and claiming, visit the CSDE's <a href="#">Meal Counting and Claiming</a> webpage.</i></p>
--	------------------------------	--

**ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS**

**REVIEW FINDINGS, continued**

**B. MEAL PATTERN AND NUTRITIONAL QUALITY**

<b>Meal Components and Quantities</b>		
<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p><b>Findings:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meal pattern compliance (whole grain-rich, vegetable subgroups, milk type):                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Breakfast</li> <li><input type="checkbox"/> Lunch</li> </ul> </li> <li><input type="checkbox"/> Meal component compliance                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Breakfast</li> <li><input type="checkbox"/> Lunch</li> </ul> </li> <li><input type="checkbox"/> Sufficient quantities/complete meal compliance                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Breakfast</li> <li><input type="checkbox"/> Lunch</li> </ul> </li> <li><input type="checkbox"/> Production record compliance                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Breakfast</li> <li><input type="checkbox"/> Lunch</li> </ul> </li> <li><input type="checkbox"/> Other:</li> </ul> <p><b>CSDE:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Technical assistance provided to SFA</li> <li><input type="checkbox"/> Corrective action received by CSDE</li> <li><input type="checkbox"/> Corrective action approved by CSDE</li> </ul> <p><i>For information on the USDA meal pattern requirements, visit the CSDE's <a href="#">Meal Patterns for School Nutrition Programs</a> webpage.</i></p>

**ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS**

**REVIEW FINDINGS, continued**

<b>B. MEAL PATTERN AND NUTRITIONAL QUALITY, continued</b>		
<b>Offer versus Serve (OVS)</b>		
<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p><b>Findings:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meal selection compliance under OVS                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Breakfast</li> <li><input type="checkbox"/> Lunch</li> </ul> </li> <li><input type="checkbox"/> Reimbursable meal compliance under OVS                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Breakfast</li> <li><input type="checkbox"/> Lunch</li> </ul> </li> <li><input type="checkbox"/> Food service staff/cashier knowledge of OVS compliance                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Breakfast</li> <li><input type="checkbox"/> Lunch</li> </ul> </li> <li><input type="checkbox"/> Student knowledge of OVS compliance                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Breakfast</li> <li><input type="checkbox"/> Lunch</li> </ul> </li> <li><input type="checkbox"/> Other:</li> </ul> <p><b>CSDE:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Technical assistance provided to SFA</li> <li><input type="checkbox"/> Corrective action received by CSDE</li> <li><input type="checkbox"/> Corrective action approved by CSDE</li> </ul> <p><i>For information on OVS, visit the CSDE's <a href="#">OVS for School Nutrition Programs</a> webpage.</i></p>
<b>Dietary Specifications and Nutrient Analysis</b>		
<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p><b>Findings:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Nutrient analysis <b>not required</b></li> <li><input type="checkbox"/> Nutrient analysis conducted                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Breakfast</li> <li><input type="checkbox"/> Lunch</li> </ul> </li> <li><input type="checkbox"/> Other:</li> </ul> <p><b>CSDE:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Technical assistance provided to SFA</li> <li><input type="checkbox"/> Corrective action received by CSDE</li> <li><input type="checkbox"/> Corrective action approved by CSDE</li> </ul> <p><i>For information on the USDA dietary specifications, visit the CSDE's <a href="#">Meal Patterns for School Nutrition Programs</a> webpage.</i></p>

**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><b>Findings:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Nondiscrimination statement compliance</li> <li><input type="checkbox"/> Accommodating special dietary needs compliance</li> <li><input type="checkbox"/> Written complaint procedure compliance</li> <li><input type="checkbox"/> Civil rights training compliance</li> <li><input type="checkbox"/> Other:</li> </ul> <p><b>CSDE:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Technical assistance provided to SFA</li> <li><input type="checkbox"/> Corrective action received by CSDE</li> <li><input type="checkbox"/> Corrective action approved by CSDE</li> </ul> <p><i>For information on the USDA civil rights requirements, visit the CSDE's <a href="#">Civil Rights for Child Nutrition Programs</a> webpage.</i></p>
--	------------------------------	--

**Local School Wellness Policy**

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p><b>Findings:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Wellness policy compliance</li> <li><input type="checkbox"/> Other:</li> </ul> <p><b>CSDE:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Technical assistance provided to SFA</li> <li><input type="checkbox"/> Corrective action received by CSDE</li> <li><input type="checkbox"/> Corrective action approved by CSDE</li> </ul> <p><i>For information on school wellness policies, visit the CSDE's <a href="#">School Wellness Policies</a> 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><b>Findings:</b></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><b>CSDE:</b></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 <a href="#">Smart Snacks Nutrition Standards</a> webpage.</i></p>
--	------------------------------	---

**Food Safety, Storage and Buy American**

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p><b>Findings:</b></p> <p><input type="checkbox"/> Food Safety Plan compliance</p> <p><input type="checkbox"/> Food Safety inspections compliance</p> <p><input checked="" type="checkbox"/> Buy American Provision compliance</p> <p><input type="checkbox"/> Other:</p> <p><b>CSDE:</b></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 food safety, visit the CSDE's <a href="#">Food Safety for Child Nutrition Programs</a> webpage. For information on the Buy American requirements, review the USDA's <a href="#">memo SP-24-2016, Questions and Answers on Buy American Provision</a>.</i></p>
-----------------------------	---	---

**Other Areas**

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p><b>Findings:</b></p> <p><b>Other:</b></p> <p><b>CSDE:</b></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>
--	------------------------------	---

**ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS**

Additional Comments:

ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS

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.*

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, Connecticut State Department of Education, 450 Columbus Boulevard, Suite 607, Hartford, CT 06103, 860-807-2071, [Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov).