

**ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS**

School Food Authority (SFA) Operations: West Hartford Public Schools

Self-operated       Food Service Management Company Contract

Date of Administrative Review (Entrance Conference Date): February 28, 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>
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**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>
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**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><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 checked="" type="checkbox"/> Sufficient quantities/complete meal compliance                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Breakfast</li> <li><input checked="" 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 checked="" type="checkbox"/> Technical assistance provided to SFA</li> <li><input checked="" type="checkbox"/> Corrective action received by CSDE</li> <li><input checked="" 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. MEAL PATTERN AND NUTRITIONAL QUALITY, continued**

**Offer versus Serve (OVS)**

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p><b>Findings:</b></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><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 OVS, visit the CSDE's <a href="#">OVS for School Nutrition Programs</a> webpage.</i></p>
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**Dietary Specifications and Nutrient Analysis**

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p><b>Findings:</b></p> <p><input type="checkbox"/> Nutrient analysis <b>not required</b></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><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 the USDA dietary specifications, visit the CSDE's <a href="#">Meal Patterns for School Nutrition Programs</a> webpage.</i></p>
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**ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS**

**REVIEW FINDINGS, continued**

<b>C. GENERAL PROGRAM COMPLIANCE</b>		
<b>Civil Rights (FNS Instruction 113-1)</b>		
<input type="checkbox"/> No	<input checked="" 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 checked="" 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 checked="" type="checkbox"/> Technical assistance provided to SFA</li> <li><input checked="" type="checkbox"/> Corrective action received by CSDE</li> <li><input checked="" 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>
<b>Local School Wellness Policy</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"/> 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 type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p><b>Findings:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foods and beverages sold on the school campus (excluding reimbursable meals) are not Smart Snacks compliant</li> <li><input checked="" type="checkbox"/> Other: <i>One item that was served at King Philip Middle School was not Smart Snacks compliant.</i></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 checked="" type="checkbox"/> Corrective action received by CSDE</li> <li><input checked="" type="checkbox"/> Corrective action approved by CSDE</li> </ul> <p><i>For information on Smart Snacks, visit the CSDE's <a href="#">Smart Snacks Nutrition Standards</a> webpage.</i></p>
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**Food Safety, Storage and Buy American**

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p><b>Findings:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Food Safety Plan compliance</li> <li><input type="checkbox"/> Food Safety inspections compliance</li> <li><input checked="" type="checkbox"/> Buy American Provision 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 checked="" type="checkbox"/> Corrective action received by CSDE</li> <li><input checked="" type="checkbox"/> Corrective action approved by CSDE</li> </ul> <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>
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**Other Areas**

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p><b>Findings:</b></p> <p><b>Other:</b> <i>Cash out procedures at King Philip Middle School needed to be formalized.</i></p> <p><b>CSDE:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Technical assistance provided to SFA</li> <li><input checked="" type="checkbox"/> Corrective action received by CSDE</li> <li><input checked="" type="checkbox"/> Corrective action approved by CSDE</li> </ul>
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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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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).

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