

ADMINISTRATIVE REVIEW SUMMARY OF SCHOOL NUTRITION PROGRAMS

School Food Authority (SFA) Operations: Windsor Locks Public Schools

- Self-operated Food Service Management Company Contract

Date of Administrative Review (Entrance Conference Date): April 3, 2018

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

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

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p>Findings:</p> <ul style="list-style-type: none"> <input checked="" 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 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 verification, visit the CSDE's Verification Procedures for School Nutrition Programs webpage.</i></p>
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Meal Counting and Claiming

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p>Findings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meal counting and claiming compliance <input checked="" 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 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 meal counting and claiming, visit the CSDE's Meal Counting and Claiming 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>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 checked="" 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 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>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>
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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>
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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 type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p>Findings:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Wellness policy 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 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 type="checkbox"/> No	<input checked="" 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 checked="" type="checkbox"/> Buy American Provision compliance</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 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, 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) [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.

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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