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Agency of Education

Child Nutrition Programs

Child Nutrition Programs Administrative Review Report

This form represents written notification of the findings of this review, required corrective action (CA), and timeframe for the corrective action. This information will be shared with the Superintendent, Business Manager, and other appropriate program personnel. Once the CA materials are received and approved, any fiscal action will be determined and the SFA will be notified of the results in a final closure letter.

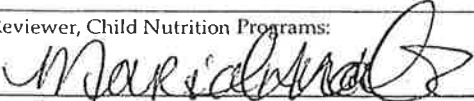
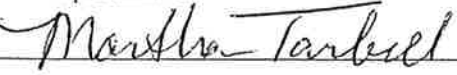
SFA Name: Springfield SD	LEA Number: T193	Review Date(s): 2/7-2/8, 3/16
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Schools/Sites Reviewed	Date(s) on Site	State Reviewers
1. Springfield High School	2/7, 3/16 Breakfast	Marianna C.
2. Union Street School	2/7	Dustin Smith
3.		
4.		
5.		
6.		

CN Programs Reviewed	Type of Review	Check if Applicable
<input checked="" type="checkbox"/> National School Lunch Program	<input checked="" type="checkbox"/> First	Provision 2
<input checked="" type="checkbox"/> School Breakfast Program	<input type="checkbox"/> Follow-Up	Community Eligibility Provision
<input type="checkbox"/> After School Snack Program		
<input checked="" type="checkbox"/> Fresh Fruit & Vegetable Program		At-Risk Snack/Supper (CACFP)
<input type="checkbox"/> Seamless Summer Program		
<input type="checkbox"/> Special Milk Programs		

Date of Exit Conference: 3/16/17	Response Due Date: 4/17 (30th Day is Sat. 4/15)
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The *Response Due Date* is the date the SFA's response and written Corrective Action Plan are due to the lead reviewer. Note: Failure to respond by this date will result in payments for Claims for Reimbursement being suspended. (30 calendar days)

Reviewer, Child Nutrition Programs: 	Date: 3/16/17
SFA Representative: 	Date: 3/16/17



Review Year: 2016-2017
 Review Month: Dec 2016
 Lead Reviewer: Marianna C.

The SFA must ensure the Corrective Action documentation outlines the following information for each finding:

- a. Who is/was responsible for the action?
- b. What changes or corrections were made?
- c. When were the corrections or changes made?
- d. Where were the corrections or changes implemented?
- e. How did the SFA ensure the corrections were complete?
- f. Provide documentation or evidence of the correction or implementation to the State Agency.

SFAs should clearly note on their submitted documentation which finding and site is addressed. All corrective action documentation must be submitted to the Lead Reviewer indicated above. It is preferred that all CA be submitted together and submitted electronically when possible.

Area	Findings #	Finding Description	Required Corrective Action
100 – Certification & Benefit Issuance	1.	After the review of the applications, there were two students that went from Free to Denied status and one student that went from Reduced to Free status. One of the students was incorrectly determined to be directly certified because this student shares the same name as the student on the DC list. The second student changed status due to the fact that the application could not be located. One student was changed from reduced to free status as the student was extended benefits from a student that was directly certified in the same household.	The families have been notified of the status changes and letters have been submitted to the State Agency. These findings have been corrected.
100 – Certification & Benefit Issuance	N/A		
100 – Certification & Benefit Issuance	N/A		
200 – Verification	N/A		



Area	Findings #	Finding Description	Required Corrective Action
300 – Meal Counting & Claiming	N/A		
600 – Dietary Specifications	N/A		
700 – Resource Management	1. 2. TA:	<p>As the percentage of non program revenue of 10.9% is only slighter higher than the non program foods costs of 10.6%, it is highly recommended that the prices of the non program foods because increased in the 17-18 school year.</p> <p>Although the SFA has a procedure for charging school meals, the USDA is requiring all SFAs to have an updated meal charge policy by July 1st 2017.</p>	<p>1. Please submit an action plan with regards to increasing the non program foods revenue for the 2017-2018 school year.</p> <p>2. The AOE is in the process of creating Meal Charge policy guidance that will help aid SFAs with creating an adequate policy.</p>
800 – Civil Rights	1.	SD employees who work with the meals programs have not had Civil Rights training to date. AOE Civil Rights PowerPoint has been distributed and will be completed soon.	Please submit the Civil Rights attendance sheet that has been signed and dated once training has been completed.
800 – Civil Rights	1.	The SFA is required to have Civil Rights complaint procedures. The Vermont SA Civil Rights complaint procedures template has been emailed to the SFA.	1. Please submit an action plan for how the SFA plans to create and execute Civil Rights complaint procedures for the coming school year.
900 – SFA On-site Monitoring	1.	On-site monitoring forms were completed however, they were not signed by the site supervisor.	1. Please submit copies of the signed on-site monitoring forms.



Area	Findings #	Finding Description	Required Corrective Action
1000 – School Wellness Policy	TA:	Create an assessment plan to ensure that goals are being realized and met. The current policy states that periodical assessments will be made - we suggest once per quarter/semester. We suggest including the FSMC as part of the nutrition and wellness meetings and also supply them with the completed version of the WP. It is highly recommended that the SFA incorporate a limit on the amount of Smart Snacks that a student can purchase so excessive amounts of sugary snacks are not consumed.	No corrective action required.
1100 – Smart Snacks	N/A		
1200 - Professional Standards	1. 2.	Currently, the required training hours have not been met by the FSMC employees, however, based on the planned training documentation, the training hours will be completed by the end of the year. The training hours were not tracked using the required Key Areas, Topics, or Subjects.	Using the AOE created Professional Standards tracking tool or other similar tool, please record and submit all SD and FSMC staff training hours to date with their respective Key Areas, Topics, and Subjects noted.
1500 – Reporting & Recordkeeping	N/A		
1600 – School Breakfast & Summer Outreach	N/A		
2100 – Special Provisions	N/A		



Site/School Name: Springfield High School

Area	Finding #	Finding Description	Required Corrective Action
300 – Meal Counting & Claiming	N/A		
400 – Meal Components & Quantities - Breakfast	1.	Breakfast production records: The types of fruit must be recorded on the production record with their respective serving size not just "one each."	Please submit one week of detailed and complete breakfast production records for Springfield High School including the type of fruit offered as well as their serving size i.e. 1 cup or 1/2 cup.
400 – Meal Components & Quantities - Lunch	1. - 3.	1. The lunch production records are lacking sufficient detail including leftover and amount prepared of each item. 2. Leftover amounts are not consistently being recorded. 3. The amount of each menu item prepared is not listed; only the number of servings are listed.	Please submit one week of detailed and complete lunch production records for Springfield High School.
400 – Meal Components & Quantities	TA:	The review of the menu certification revealed that two meals offered during the week of review offered a grain component that did not meet the 2 ounce equivalent requirement unless it was paired with another menu item on that same day. While 2 ounce equivalents were technically offered, it is highly recommended that a full 2 ounce equivalent of a component be offered within one single food item so the student isn't made to take two separate items.	No corrective action required.
500 – Offer vs Serve	1. TA:	There was no signage specific to breakfast that included all of the foods that are part of the reimbursable meal. In an effort to help the flow of students in the service line, it was suggested that the fruit bowl be moved the end of the line for the students that occasionally forget to take the required fruit or vegetable component.	1. Signage was created on-site during review. This finding has been corrected. No corrective action required.
600 – Dietary Specifications	N/A		
800 – Civil Rights	1.	The shortened non-discrimination statement on the menus is incorrect. It needs to be updated to the following: This institution is an equal opportunity provider.	1. Please submit and example of a March menu with the corrected statement.



Area	Finding #	Finding Description	Required Corrective Action
900 – On-site Monitoring	N/A		
1100 – Smart Snacks	TA:	In an effort to increase the student fruit consumption, the cashier was asked to replace the basket of cookies at the point of service with a fruit bowl. The cashier happily complied with the request and it was noted that students took more fruit with their lunch.	No corrective action is required.
1400 – Food Safety	1.	Buy American: There were items found at Springfield High School whose country of origin was not the USA. The items included: a) Produce: carrots, cucumbers, peppers, tomatoes b) Ardmore Juices	Please submit a written plan for ensuring that domestic products are purchased going forward, as well as justification for the non-domestic items purchased.
1500 – Reporting & Recordkeeping	N/A		
1700 – Afterschool Snack Program	N/A		
1900 – FFVP	N/A		
Environment	1.	Safety: During lunch service, there was an exposed extension chord on the floor in one of the cashier lines that posed a potential safety hazard. It should be covered immediately to prevent students and staff from tripping.	Please submit a photograph of the covered extension chord.



Site/School Name: Union Street School

Area	Findings	Finding Description	Required Corrective Action
300 – Meal Counting & Claiming	N/A		
400 – Meal Components & Quantities - Breakfast	1. 2.	The breakfast production records do not list the amount of each menu item prepared; only the number of servings are listed. The type of fresh fruit served is not listed.	Please submit one week of breakfast production records from Union Street School including the amount prepared of each item as well as the type of fruit offered each day.
400 – Meal Components & Quantities - Lunch	TA:	Water was only available during part of the meal service. Although children have access to water during the lunch and breakfast meal services, we suggest that water be available during the entire meal service.	No corrective action needed.
400 – Meal Components & Quantities	N/A		
500 – Offer vs Serve	1.	There was no signage specific to both breakfast and lunch that included all of the foods that are part of the reimbursable meal.	Please submit a photo of the updated breakfast and lunch signage at Union Street School.
600 – Dietary Specifications	N/A		
800 – Civil Rights	1.	The shortened non-discrimination statement on the menus is incorrect. It needs to be updated to the following: This institution is an equal opportunity provider.	Please submit an example of a March menu with the corrected statement.



Area	Findings #	Finding Description	Required/Corrective Action
900 – On-site Monitoring	N/A		
1100 – Smart Snacks	TA:	Vermont does not allow any food fundraisers unless the items being sold meet the Smart Snacks guidelines. Union Street School is selling Boy Scout Popcorn and Girl Scout cookies which do not meet the guidelines during the school day. Even though the intention is not to consume these items on campus during, it is highly recommended that this fundraiser be moved to hours outside of the official school day to ensure that students are not eating these snacks during the school day.	No corrective action required.
1400 – Food Safety	1.	Buy American: There were items found at Union Street School whose country of origin was not the USA. The items included: a) Barilla Pasta b) Ardmore Juice	Please submit a written plan for ensuring that domestic products are purchased going forward, as well as justification for the non-domestic items purchased.
1500 – Reporting & Recordkeeping	N/A		
1700 – Afterschool Snack Program	N/A		
1900 – FFVP	N/A		
FFVP TA:		We suggest offering a more exotic variety of fruits and vegetables to not only provide nutrition but to expose students to new and exciting flavors.	No corrective action required.

