

Administrative Review Summary of School Nutrition Programs

School Food Authority (SFA): _____

Type of Operation

☐ 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

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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

☐ Not applicable (sponsor does not collect free and reduced meal applications due to CEP)

☐ No

☐ Yes

Findings:

- ☐ Free and reduced application processing compliance
- ☐ Household eligibility notification compliance
- ☐ Direct certification procedure compliance
- ☐ Benefit issuance document compliance
- ☐ Other:

Connecticut State Department of Education (CSDE):

- ☐ Technical assistance provided to SFA
- ☐ Corrective action received by CSDE
- ☐ Corrective action approved by CSDE

For information on certification and benefit issuance, refer to the USDA's [Eligibility Manual for School Meals](#).

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A. MEAL ACCESS AND REIMBURSEMENT, *continued*

Verification of Household Applications

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

☐ No

☐ Yes

Findings:

- ☐ Verification process compliance
- ☐ Household verification letter compliance
- ☐ Verification benefit issuance document compliance
- ☐ Other:

CSDE:

- ☐ Technical assistance provided to SFA
- ☐ Corrective action received by CSDE
- ☐ Corrective action approved by CSDE

For information on verification, visit the CSDE's [Verification Procedures for School Nutrition Programs](#) webpage.

Meal Counting and Claiming

☐ No

☐ Yes

Findings:

- ☐ Meal counting and claiming compliance
- ☐ Edit Check compliance
- ☐ Counting, consolidating, and recording of reimbursable meals compliance
- ☐ 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
- ☐ Other:

CSDE:

- ☐ Technical assistance provided to SFA
- ☐ Corrective action received by CSDE
- ☐ Corrective action approved by CSDE

For information on meal counting and claiming, visit the CSDE's [Meal Counting and Claiming](#) webpage.

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B. MEAL PATTERN AND NUTRITIONAL QUALITY

Meal Components and Quantities

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <p><input type="checkbox"/> Meal pattern compliance (whole grain-rich, vegetable subgroups, milk type):</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch </div> <p><input type="checkbox"/> Meal component compliance</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch </div> <p><input type="checkbox"/> Sufficient quantities/complete meal compliance</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch </div> <p><input type="checkbox"/> Production record compliance</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch </div> <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 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 webpages.</i></p>
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B. MEAL PATTERN AND NUTRITIONAL QUALITY, *continued*

Offer versus Serve (OVS)

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <p><input type="checkbox"/> Meal selection compliance under OVS</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch </div> <p><input type="checkbox"/> Reimbursable meal compliance under OVS</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch </div> <p><input type="checkbox"/> Food service staff/cashier knowledge of OVS compliance</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch </div> <p><input type="checkbox"/> Student knowledge of OVS compliance</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch </div> <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 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> <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch </div> <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 style="color: #0066b3; font-style: italic;">For information on the USDA dietary specifications, visit the “Dietary Specifications (Nutrition Standards for School Meals)” section of the CSDE’s Meal Patterns for Grades K-12 in School Nutrition Programs webpage.</p>
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C. GENERAL PROGRAM COMPLIANCE

Civil Rights ([FNS Instruction 113-1](#))

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <p><input type="checkbox"/> Nondiscrimination statement compliance</p> <p><input type="checkbox"/> Accommodating special dietary needs compliance</p> <p><input type="checkbox"/> Written complaint procedure compliance</p> <p><input type="checkbox"/> Civil rights training 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 style="color: #0066b3; font-style: italic;">For information on the USDA civil rights requirements, visit the CSDE’s Civil Rights for Child Nutrition Programs webpage.</p>
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C. GENERAL PROGRAM COMPLIANCE. *continued*

Local School Wellness Policy

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <p><input type="checkbox"/> Wellness policy 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 school wellness policies, visit the CSDE's School Wellness Policies webpage.</i></p>
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Smart Snacks in Schools

<input 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) do not comply with Smart Snacks</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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C. GENERAL PROGRAM COMPLIANCE. *continued*

Food Safety, Storage and Buy American

<input 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, refer to the USDA's USDA Memo 38-2017: Compliance with and Enforcement of the Buy American Provision in the NSLP</i></p>
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Other Areas

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <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
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Additional Comments:

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For more information, visit the CSDE's [Administrative Review](#) webpage or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at http://portal.ct.gov/-/media/SDE/Nutrition/NSLP/AdminRev/Summary_Report_Administrative_Review_SNP.pdf. The CSDE's AR summaries of school nutrition programs are posted on the CSDE's [Administrative Review Summary Reports](#) webpage.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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