

**DELAWARE DEPARTMENT OF EDUCATION  
STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY**

Section 207 of the HHFKA amended section 22 of the NSLA (42 U.S.C. 1769c) to require State agencies to report the final results of the administrative review to the public in an accessible, easily understood manner in accordance with guidelines promulgated by the Secretary. Regulations at 7 CFR 210.18(m) requires the State agency to post a summary of the most recent final administrative review results for each SFA on the State agency's publicly available website no later than 30 days after the SA provides the final results of the administrative review to the SFA. The SA must also make a copy of the final administrative review report available to the public upon request.

**School Food Authority Name:** **Caesar Rodney School District**

**Date of Administrative Review (Entrance Conference Date):** 2/14/2023

**Date review results were provided to the School Food Authority:** 3/27/2023

**Date review summary was publicly posted:** April 3, 2023

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The review summary must cover access and reimbursement (including eligibility and certification review results), an SFA's compliance with the meal patterns and the nutritional quality of school meals, the results of the review of the school nutrition environment (including food safety, local school wellness policy, and competitive foods), compliance related to civil rights, and general program participation. At a minimum, this would include the written notification of review findings provided to the SFAs Superintendent or equivalent as required at 7 CFR 210.18(i)(3).

**General Program Participation**

1. What Child Nutrition Programs does the School Food Authority participate in? (Select all that apply)

- School Breakfast Program
- National School Lunch Program
- Fresh Fruit and Vegetable Program
- Afterschool Snack
- Special Milk Program
- Seamless Summer Option

2. Does the School Food Authority operate under any Special Provisions? (Select all that apply)

- Community Eligibility Provision
- Special Provision 1
- Special Provision 2
- Special Provision 3

**Review Findings**

3. Were any findings identified during the review of this School Food Authority?

- Yes       No

If yes, please indicate the areas and what issues were identified in the table on the following page.

YES	NO	REVIEW FINDINGS		
x	<input type="checkbox"/>	<b>A. Program Access and Reimbursement</b>		
		<b>YES</b>	<b>NO</b>	
		x	<input type="checkbox"/>	Certification and Benefit Issuance
		x	<input type="checkbox"/>	Verification
		x	<input type="checkbox"/>	Meal Counting and Claiming
Finding(s) Details:				
<ul style="list-style-type: none"> <li>Documentation was not provided for 14 students' meal benefit forms that were noted as completed by a School Administrator.</li> <li>The Verification reporting was not completed by the January 17, 2023 deadline.</li> <li>There was an over-claim of one free breakfast and three paid breakfasts at David E. Robinson Elementary during the month of January 2023.</li> <li>There was an over-claim of two free lunches, one reduced-price lunch, and one paid lunch at David E. Robinson Elementary during the month of January 2023.</li> </ul>				
x	<input type="checkbox"/>	<b>B. Meal Patterns and Nutritional Quality</b>		
		<b>YES</b>	<b>NO</b>	
		x	<input type="checkbox"/>	Meal Components and Quantities
		<input type="checkbox"/>	x	Offer versus Serve
		<input type="checkbox"/>	x	Dietary Specifications and Nutrient Analysis
Finding(s) Details:				
<ul style="list-style-type: none"> <li>A review of the January 2023 production records for Magnolia Middle School indicated that production did not support the claim for reimbursement at breakfast and at lunch.</li> <li>A review of the January 2023 production records for Positive Outcomes Charter School indicated that production exceeded the number of meals claimed and sold as a la carte/adult meals.</li> <li>A review of the January 2023 production records for David E. Robinson Elementary School indicated that production did not support the claim for reimbursement.</li> <li>There were several days where the production records did not support that each student had the required minimum 1/2 cup of fruit at breakfast at David E. Robinson Elementary School.</li> <li>There was one day (1/31/2023) where the production records did not support that each student had the required minimum 1/2 cup of fruit or vegetable at lunch at David E. Robinson Elementary School.</li> </ul>				
x	<input type="checkbox"/>	<b>C. School Nutrition Environment</b>		
		<b>YES</b>	<b>NO</b>	
		<input type="checkbox"/>	x	Food Safety
		x	<input type="checkbox"/>	Local School Wellness Policy
		<input type="checkbox"/>	x	Competitive Foods
x	<input type="checkbox"/>	Other – Nonprogram Foods, Adult Meal Pricing, Buy American Provision, Professional Standards		
Finding(s) Details:				
<ul style="list-style-type: none"> <li>The triennial assessment of the wellness policy was not completed by the June 30, 2020 deadline.</li> <li>The SFA did not assess their revenue from nonprogram foods.</li> <li>Adult meal prices were not charged as submitted to the SA during annual reapplication.</li> <li>Exceptions for non-domestic products were not on file at the time of review for one item at Magnolia Middle School (grapes from Peru) and for two items at David E. Robinson Elementary (gluten-free pizza crust from Italy and pineapple tidbits from Thailand).</li> </ul>				

		<ul style="list-style-type: none"> <li>The SFA did not provide training documents (certificates, agenda, sign-in sheets, etc.) for six employees (one director, two managers, and three additional staff) as requested for the review.</li> </ul>
x	<input type="checkbox"/>	<p><b>D. Civil Rights</b></p> <p>Finding(s) Details: The SFA does not have local-level complaint procedures in place as required by USDA.</p>