

**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: Charter School of New Castle

Date of Administrative Review (Entrance Conference Date): 2/21/2023

Date review results were provided to the School Food Authority: 4/3/2023

Date review summary was publicly posted: April 4, 2023

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"/>	A. Program Access and Reimbursement		
		YES	NO	
		<input type="checkbox"/>	x	Certification and Benefit Issuance
		<input type="checkbox"/>	x	Verification
		x	<input type="checkbox"/>	Meal Counting and Claiming/Special Provision Options (CEP)
Finding(s) Details:				
<ul style="list-style-type: none"> The SFA did not maintain the records to support the CEP Identified Student Percentage (ISP) and CEP claiming percentages. The SFA underclaimed 195 breakfasts during the month of January 2023 due to meal counting discrepancies. The SFA underclaimed 263 lunches during the month of January 2023 due to meal counting discrepancies. 				
x	<input type="checkbox"/>	B. Meal Patterns and Nutritional Quality		
		YES	NO	
		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"> Production records reflected that the weekly requirement for the starchy vegetable subgroup was not met during one week of the review period. The SFA does not identify the food items that constitute the reimbursable meal at breakfast. 				
x	<input type="checkbox"/>	C. School Nutrition Environment		
		YES	NO	
		<input type="checkbox"/>	x	Food Safety
		<input type="checkbox"/>	x	Local School Wellness Policy
		<input type="checkbox"/>	x	Competitive Foods
x	<input type="checkbox"/>	Other – Onsite Monitoring, Professional Standards, Summer Food Service Program (SFSP) Outreach, and Afterschool Snack Program (ASSP)		
Finding(s) Details:				
<ul style="list-style-type: none"> The SFA did not conduct the required on-site reviews by February 1. The reviewer was not able to assess the training hours taken by Charter School of New Castle staff; training documentation was not provided. The SFA did not provide tracking for Professional Standards hours for Charter School of New Castle School Nutrition employees. The School Nutrition Program Director has not completed the required eight hours of food safety training. The SFA has not conducted any reviews of the ASSP during SY 2022-2023. Forty-three ASSP snacks were over-claimed during the month of January 2023 due to meal counting discrepancies. Throughout the course of the review month, potato chips were served as one of the two snack components. Potato chips are not creditable; therefore, the snacks served with potato chips as a component were disallowed. In total, 395 snacks were disallowed. A 5/8-ounce portion of popcorn was served and credited as one of two snack components. USDA requires that a 1-ounce portion of popcorn be served in order to credit as 1-ounce equivalent grain. 				
x	<input type="checkbox"/>	D. Civil Rights		
		Finding(s) Details: The SFA does not have local-level complaint procedures in place as required by USDA.		