

**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: Odyssey Charter School

Date of Administrative Review (Entrance Conference Date): April 24, 2023

Date review results were provided to the School Food Authority: July 20, 2023

Date review summary was publicly posted: October 11, 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	
		x	<input type="checkbox"/>	Certification and Benefit Issuance
		x	<input type="checkbox"/>	Verification
		<input type="checkbox"/>	x	Meal Counting and Claiming
Finding(s) Details: <ul style="list-style-type: none"> • The SFA did not expire all students' eligibilities at the end of the carryover period. • There were four students who were listed on the SFA's free/reduced roster but were not actively enrolled. These students should have been removed at the time of their withdrawal from the school. • There were eligibility determinations that were either incorrectly determined based on income/household size, processing incomplete forms, or extending free/reduced meal benefits using Medicaid data. • Based on a review of denied MBFs submitted by the SFA, two students were denied incorrectly. • The SFA was extending free and reduced-price meal benefits to students using Medicaid. • The SFA did not accurately transfer eight students' benefits from the eligibility determination document to the Point of Service benefit issuance document. • Two student forms that were selected for verification were incorrectly verified. • The SFA did not give the households 10 days' notice prior to reducing benefits. 				
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"> • The SFA did not have signage explaining to students what constitutes a reimbursable meal at breakfast. • Over the course of the review week, there were insufficient quantities of the meat/meat alternate component. • The SFA was selling 8.4 fluid oz. of carbonated juice. The serving size limit for juice for elementary school is 8 fluid oz. 				
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: Nonprogram Foods, Buy American Provision, Professional Standards		
Finding(s) Details: <ul style="list-style-type: none"> • The SFA did not correctly assess compliance with the revenue from Nonprogram foods. • During the on-site observation at the school, the reviewer identified five products that were not compliant with the Buy American Provision. • The SFA could not locate training certificates or other training documentation for their employees. 				

X	<input type="checkbox"/>	D. Civil Rights Finding(s) Details: <ul style="list-style-type: none">• The SFA does not have local-level complaint procedures in place as required by USDA.• The SFA could not provide supporting documentation demonstrating topics covered during their most recent civil rights training.• The SFA has the incorrect USDA Nondiscrimination Statement (NDS) on the Direct Certification letter and Verification letter.
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