

**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: **Sussex Montessori School**

Date of Administrative Review (Entrance Conference Date): 3/27/2023

Date review results were provided to the School Food Authority: 6/5/2023

Date review summary was publicly posted: June 22, 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 process meal benefit forms within the required ten days of receipt. The SFA did not retain verification documentation as required by USDA. 				
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"> Week of review: <ul style="list-style-type: none"> The minimum daily vegetable requirement was not met on one day. The minimum weekly vegetable requirement was not met. The daily minimum 1-oz. eq. grain was not met on one day. Production records did not support the number of meals claimed on two days at breakfast and two days at lunch. The SFA did not identify the food items that constitute the reimbursable meal at breakfast or lunch. 				
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, and Summer Food Service Program (SFSP) Outreach		
Finding(s) Details:				
<ul style="list-style-type: none"> The SFA did not assess its compliance with the Revenue from Nonprogram Foods requirements. The SFA was not in compliance with the Buy American Provision requirements. The SFA did not inform families about the availability and location of free SFSP meals. 				
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.		