

**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: Terry Children's Psychiatric Center

Date of Administrative Review (Entrance Conference Date): May 26, 2023

Date review results were provided to the School Food Authority: August 7, 2023

Date review summary was publicly posted: September 6, 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
		<input type="checkbox"/>	x	Verification
		x	<input type="checkbox"/>	Meal Counting and Claiming
Finding(s) Details: The SFA had errors on their individual intake forms. No students were incorrectly determined. The SFA did not correctly transfer point of service (POS) meal counts into their Excel meal count sheet; therefore, incorrect meal counts were used in the claim for reimbursement for the month of review. The SFA's production records did not support the claim for reimbursement.				
x	<input type="checkbox"/>	B. Meal Patterns and Nutritional Quality		
		YES	NO	
		x	<input type="checkbox"/>	Meal Components and Quantities
		x	<input type="checkbox"/>	Offer versus Serve
		<input type="checkbox"/>	x	Dietary Specifications and Nutrient Analysis
Finding(s) Details: The SFA did not complete and maintain production records to support the meals that were served and claimed for reimbursement (breakfast and lunch). Insufficient quantities of fruit were offered on several days during the month of review at breakfast and lunch, which also contributed to weekly shortages in fruit. The SFA exceeded the maximum juice limit; 60.87% of fruit was offered in the form of juice. The SFA did not offer sufficient quantities of whole grain-rich items. The SFA provided only one milk variety at breakfast and lunch (fat-free unflavored). The SFA provides services to children ages 6 through 17. The SFA was following the K-8 meal pattern for all children. The SFA did not serve sufficient quantities of grains at lunch on the day of review. There were insufficient quantities of vegetables offered on a majority of the days during the month of review; there were only five days during the month of review where the minimum vegetable requirement was met. The SFA did not meet vegetable subgroup requirements. There were insufficient quantities of meat/meat alternate offered on two days during the week of review due to lack of crediting documentation. There were insufficient quantities of grains offered on all but one day during the week of review. There were insufficient quantities of whole grain-rich items served during the week of review. A variety of milk was not documented as offered during the week of review. Offer versus Serve (OVS) is not being implemented properly at lunch. Foodservice staff was not trained on OVS.				
x	<input type="checkbox"/>	C. School Nutrition Environment		
		YES	NO	
		x	<input type="checkbox"/>	Food Safety
		x	<input type="checkbox"/>	Local School Wellness Policy
		<input type="checkbox"/>	x	Competitive Foods
x	<input type="checkbox"/>	Other: Resource Management (Nonprofit School Foodservice Account), On-Site Monitoring, Reporting and Recordkeeping, SFSP and SBP Outreach, Professional Standards, Afterschool Snack Program		
Finding(s) Details: <ul style="list-style-type: none"> Resource Management - The SFA did not provide financial internal controls to ensure only allowable expenses are charged to the nonprofit school foodservice account. The total number of meals provided by the vendor during the month of review was 818 breakfasts and lunches. The SFA claimed 312 total breakfasts and lunches. The SFA paid for an excess of 506 meals (a total of \$1,259.94). No leftovers are documented on production records. Additionally, sandwiches that are not part of the 				

		<p>reimbursable meal are included on the invoices. The SFA director indicated that excess meals were given to non-program adults at no cost. Payment was not received and costs for the meals were not recovered from non-federal funding sources. Federal funds cannot support non-program adult meals.</p> <ul style="list-style-type: none"> • Local School Wellness Policy - The SFA has not reviewed or updated the Wellness Policy since 2020. None of the contacts at the SFA were aware of the Wellness Policy. The SFA did not make potential stakeholders aware of their ability to participate in the development, review, update, and implementation of the Wellness Policy as required by 7 CFR 210.31(d). The triennial assessment of the wellness policy was not completed by the June 30, 2020 deadline. The SFA did not make the Wellness Policy available to the public. • On-Site Monitoring - The SFA did not conduct the on-site monitoring of the breakfast or lunch programs. • Reporting and Recordkeeping - The SFA is not maintaining Program records as required. • SFSP and SBP Outreach - The SFA did not conduct outreach for the SBP for SY 22-23. The SFA did not conduct outreach for the SFSP for Summer 2022. • Professional Standards - The designated program director obtained five out of 12 required hours of training. The SFA Director has not completed the eight hours of food safety training. The SFA is not tracking professional standards hours. • Food Safety - The SFA does not have a written food safety plan (also referred to as a Hazard Analysis Critical Control Point/HACCP Plan). • Afterschool Snack Program - The SFA did not monitor the afterschool snack program as required by 7 CFR 210.9(c)(7). The SFA was not maintaining a snack menu or daily production records. The SFA was not documenting portion sizes of the snacks served. The SFA did not serve two components for snack, and the items that were served during the month of review were not creditable items. The SFA is not maintaining accurate snack counts.
x	<input type="checkbox"/>	<p>D. Civil Rights</p> <p>Finding(s) Details: The SFA does not have local-level Civil Rights complaint procedure in place as required by USDA.</p>