

**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 (SA) 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 School Food Authority (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: Appoquinimink School District

Date of Administrative Review (Entrance Conference Date): December 7, 2023

Date review results were provided to the School Food Authority: March 12, 2024

Date review summary was publicly posted: March 19, 2024

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: Three students' meal benefit determinations were incorrectly determined. Based on the incomplete documentation provided for verification, one application selected was incorrectly verified. The Notice of Adverse Action did not advise the household that an appeal must be filed within the 10 calendar days' advance notice period to ensure continued benefits while awaiting a hearing and decision. The required 10 calendar days' written notice of adverse action was not provided.				
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: At one of the reviewed sites fourteen breakfasts were served with water without a medical statement on file. A review of the November 2023 production records indicated that production did not support the claim for reimbursement at breakfast. A total of 3 meals were disallowed. Twenty-eight lunches were served with water without a medical statement on file. A review of the November 2023 production records indicated that production did not support the claim for reimbursement at lunch. A total of 5 meals were disallowed. The SFA did not identify the items that constitute the reimbursable meal at lunch. There was one day (11/16/2023) at one of the reviewed sites where the production records did not support that 8 meals were served with milk.				
x	<input type="checkbox"/>	C. School Nutrition Environment		
		YES	NO	
		<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- Reporting and Record Keeping and Buy American Provision		
Finding(s) Details: The SFA did not have documentation to support that the triennial assessment of the wellness policy was completed by the February 25, 2023, deadline. The SFA did not have the original Meal Benefit Form for one student. Exceptions for non-domestic products were not on file at the time of review for one product at Appoquinimink Preschool, three products at Alfred G. Waters Middle School, five products at Odessa High School, and four products at Crystal Run Elementary.				
x	<input type="checkbox"/>	D. Civil Rights		
Finding(s) Details: A review of documents identified that the current version of the USDA Nondiscrimination Statement was not being used. "And Justice for All" posters were not displayed in the classrooms where meal observations occurred.				