

**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: Sussex Technical

Date of Administrative Review (Entrance Conference Date): February 8, 2024

Date review results were provided to the School Food Authority: April 24, 2024

Date review summary was publicly posted: May 8, 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
		x	<input type="checkbox"/>	Meal Counting and Claiming
Finding(s) Details: Twenty-three students' meal benefit determinations were incorrectly determined. In the review sample, 21 students received free meals due to Medicaid Free DCRT status and the SFA noted that these students were missed when the process of backing out the free statuses occurred in late August. The SFA did not give the four households selected for verification 10 calendar days to request a hearing. The household notification letter sent to families selected for verification did not include a modified Use of Information Statement and a warning that information must be provided by a date specified by the LEA and failure to do so would result in termination of benefits. The SFA over-claimed three free breakfasts in January 2023. The SFA under-claimed three paid breakfasts in January 2023. The SFA over-claimed nine free lunches in January 2023. The SFA under-claimed nine paid lunches in January 2023.				
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: The SFA did not identify the breakfast items that constitute the reimbursable meal. The daily and weekly minimum meat/meat alternate requirements were not met. During the week of January 8-12, 2024, the weekly requirements for the beans/peas subgroup was not met.				
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- Buy American Provision, SFA On Site Monitoring, and Summer Food Service Program (SFSP) Outreach		
Finding(s) Details: Exceptions for non-domestic products were not on file at the time of review for two products. The SFA did not conduct the required on-site reviews. The SFA did not inform families about the availability and location of free meals for students via the SFSP.				
x	<input type="checkbox"/>	D. Civil Rights		
		Finding(s) Details: A review of documents identified that the hardcopy meal benefit form located on Sussex Tech's website and the nutrition page used the old USDA Nondiscrimination Statement.		