Administrative Review Summary SY2020

School Food Authority Name: Dawson County

Date of Administrative Review Entrance Conference: December 2, 2019

Date final review results were provided to the School Food Authority: February 25, 2020

Date review summary was publicly posted: February 27, 2020

General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in?
   - x School Breakfast Program
   - x National School Lunch Program
   - □ Fresh Fruit and Vegetable Program
   - x Afterschool Snack
   - □ Special Milk Program
   - x Seamless Summer Option

2. Does the School Food Authority operate under any Special Provisions for meal counting and claiming?
   - □ Community Eligibility Provision
   - □ Provision 2

Review Findings

3. Did the review identify areas of non-compliance with School Nutrition Program regulations?
   - x Yes
   - □ No
<table>
<thead>
<tr>
<th>Section</th>
<th>Form subsection</th>
<th>Site Name</th>
<th>Question #</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smart Snacks in School</td>
<td>Smart Snacks in School</td>
<td>Dawson County High School</td>
<td>1105</td>
<td>12/06/2019</td>
<td>CAP Accepted</td>
</tr>
</tbody>
</table>

**Corrective Action History**

- **Finding:**
  Foods and beverages sold to students during the school day (defined as 12 am on a day of instruction to 30 minutes after the end of the official school day), including a la carte foods and beverages sold during meal services do not meet Smart Snacks standards (Includes food items sold during non-exempt fundraisers). The pretzels sold in the vending machine were not whole grain rich.

- **Required Corrective Action:**
  Vending machines were unplugged and will not be turned back on until the product can be removed or replaced with a Smart Snack compliant option. The state agency requests that a statement be submitted from the principal indicating that all products placed in the vending machine will be verified for Smart Snacks compliance.

| Food Safety, Storage and Buy American | Food Safety, Storage and Buy American | 1403       | 12/06/2019 | CAP Accepted |

**Corrective Action History**

- **Finding:**
  A review of agricultural food components indicates violations of the Buy American provision (7 CFR 210.21 (d)). There is no documentation that demonstrates that domestic alternatives were considered or that an acceptable exception was granted. Fresh broccoli from Mexico was purchased through the produce vendor. The vendor did not provide a domestic alternative and there is no documentation that prior approval was granted.

- **Required Corrective Action:**
  The SFA will submit a procedure for granting and documenting acceptable exceptions for the Buy American provision. The director will provide documentation of the communication of the procedure to the produce vendor.

| Certification and Benefit Issuance | Certification and Benefit Issuance | 133        | 12/06/2019 | CAP Accepted |

**Corrective Action History**

- **Finding:**
  A review of agricultural food components indicates violations of the Buy America provision (7 CFR 210.21 (d)). There is no documentation that demonstrates that domestic alternatives were considered or that an acceptable exception was granted. Fresh broccoli from Mexico was purchased through the produce vendor. The vendor did not provide a domestic alternative and there is no documentation that prior approval was granted.

- **Required Corrective Action:**
  The SFA will submit a procedure for granting and documenting acceptable exceptions for the Buy American provision. The director will provide documentation of the communication of the procedure to the produce vendor.
## Dawson County - Corrective Action Report

### Finding:

All direct certifications (DC) were not correctly certified. The direct certification list uploaded into the school nutrition benefit issuance software was from the previous school year dated 6/26/2018 causing the system to incorrectly certify 26 students from the selected sample. An additional 24 students were extended free meals benefits from those students incorrectly certified.

### Required Corrective Action:

The SFA will send adverse action letters to the households for those students who were incorrectly certified and provide a copy of the letters to the state agency. The director will submit a plan of action to the State agency stating that the SFA will review the original DC list and all updates to match to the current benefit issuance roster to verify that all students are correctly certified. For any additional students that have been incorrectly certified, the SFA will send adverse action letters to those households notifying them of the change in status. The SFA will also send free and reduced applications to those households to encourage them to apply for benefits.

### Meal Components and Quantities - Day of Review

<table>
<thead>
<tr>
<th>Riverview Elementary School</th>
<th>406</th>
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**CAP Accepted**

Documents attached in the Central realm.

### Finding:

The school is serving multiple menus and/or age/grade groups, and the meal service is not structured to comply with the required age/grade group meal pattern requirement. The Pre-K and 3-year-old classes are not co-mingled with the K-5 grades at breakfast. Federal regulations require the school to follow the Pre-K meal pattern. Currently the school is following the regular OVS (offer vs. serve) menu for elementary school.

### Required Corrective Action:

The SFA will provide a Pre-K breakfast menu for the month of December. The principal, Pre-K teachers and school nutrition managers will be notified of this change and the SFA will provide production records for one week indicating that the Pre-K students are served the Pre-K meal pattern.

### Certification and Benefit Issuance

<table>
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<tr>
<th>132</th>
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**CAP Accepted**

Documents attached in the Central realm

### Finding:

The direct certification list utilized by the SFA/Sponsor does not contain the correct information for direct certification. The list from the previous school year was uploaded into the benefit issuance software.

### Required Corrective Action:

The SFA will develop a procedure that will be followed for future direct certification matches to ensure that the correct list is uploaded into the software and to verify that the students are correctly matched.