Administrative Review Summary SY2020

School Food Authority Name: New Life Academy of Excellence

Date of Administrative Review Entrance Conference: October 31, 2019

Date final review results were provided to the School Food Authority: March 11, 2020

Date review summary was publicly posted: March 24, 2020

General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in?
   - National School Lunch Program

2. Does the School Food Authority operate under any Special Provisions for meal counting and claiming?
   - No

Review Findings

3. Did the review identify areas of non-compliance with School Nutrition Program regulations?
   - Yes
### Corrective Action Report

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<th>Form subsection</th>
<th>Site Name</th>
<th>Question #</th>
<th>Due Date</th>
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**Corrective Action History**

**FINDING:**
Annual training is not tracked in Teamwork EDGE software.

**CORRECTIVE ACTION:**
The SFA will enter training completed for School Year 2020 in EDGE and notify the State Agency of its completion.

| Meal Components and Quantities - Review Period | Meal Components and Quantities - Review Period | New Life Academy of Excellence | 410         |         | CAP Accepted |

**Corrective Action History**

**FINDING:**
Planned menu quantities did not meet meal pattern requirements for the review period. Production records and/or other supporting documentation for the review period did not indicate that the required quantities of food were available. Only 1/2 cup vegetables were served on September 9, 11 and 13, 2019, which did not meet the required daily minimum amount of 3/4 cup. Red/orange vegetable group weekly total was 3/8 cup, which did not meet the 3/4 cup weekly requirement.

Production records review was expanded to the entire month of review month (September). Insufficient quantities of vegetables were found on the following days: September 3, 4, 5, 9, 11, 13, 16, 19, 23, 25, and 26. No vegetables from "other vegetable" group was found during the week of September 16. No vegetable from Beans/Legume subgroup was found during the week of September 24.

**CORRECTIVE ACTION:**
SFA will retrain the food service management company on the meal pattern requirement for quantities and vegetable subgroups. The training should include how to use Exhibit A and food buying guide to conduct crediting of the meal components. The following documents needs to be submitted for corrective action: Training log that indicates the training topics, attendees' signature, and date(s). Production records for one week after the training.
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**Corrective Action History**

**FINDING:**
The most recent verification report was not timely.

All applications selected for review were not verified correctly. During verification the SFA did not catch the error. Two students should change from free status to reduced.

**CORRECTIVE ACTION:**
The School Food Authority will develop a procedure for verification including to designate a second party to double check the verification accuracy.