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?
   X Community Eligibility Provision
   □ Special 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>Afterschool Snack Program</td>
<td>Afterschool Snack Program</td>
<td>Berrien Middle School</td>
<td>1700</td>
<td>02/27/2020</td>
<td>Closed</td>
</tr>
<tr>
<td><strong>Corrective Action History</strong></td>
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<td></td>
<td>FINDING: The Snack Claim for January had an overclaim of 54 snacks due to a data transfer clerical error.</td>
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<td></td>
<td>CORRECTIVE ACTION: Develop and implement a second party review procedure for snack reporting and data transfer from weekly snack count sheets to the End of the Month Snack Counts. Also provide End of the Week Snack totals to the Central Office with the End of Month Snack Counts for a Second Party Review before the Count is entered in the 106 Monthly Claim. Implement the month of February 2020.</td>
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<td></td>
<td>All documents were received. This finding is closed.</td>
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<tr>
<td>Meal Components and Quantities - Day of Review</td>
<td>Meal Components and Quantities - Day of Review</td>
<td>Berrien Middle School</td>
<td>404</td>
<td>02/27/2020</td>
<td>Closed</td>
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<tr>
<td><strong>Corrective Action History</strong></td>
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<td></td>
<td>FINDING: Reimbursable breakfast meal signage was not available to all students.</td>
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<td>CORRECTIVE ACTION: The SFA will post breakfast signage in the cafeteria and on the grab and go breakfast cart. The SFA will submit pictures of the posted signage as documentation of corrective action.</td>
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<tr>
<td><strong>Smart Snacks in School</strong></td>
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<tr>
<td>Berrien Middle School</td>
<td>1106</td>
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<td>03/31/2020</td>
<td>Closed</td>
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</tbody>
</table>

**FINDING:** The school holds fundraisers during the school day where students may purchase food and beverages that are not Smart Snack compliant and the school did not observe the State-defined limit on fundraisers.

**CORRECTIVE ACTION:** School system administration will develop a procedure to approve and track exempted fundraisers for all schools. A copy of the procedure will be submitted as documentation of the corrective action.

All documents were received. This finding is closed.

<table>
<thead>
<tr>
<th>Corrective Action History</th>
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<tr>
<td><strong>Local School Wellness</strong></td>
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</tr>
<tr>
<td></td>
<td>1006</td>
</tr>
<tr>
<td>03/31/2020</td>
<td>Closed</td>
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</tbody>
</table>

**FINDING:**

The school system's current local wellness policy does not contain all the minimum required elements. The missing element is required in the policy: The public must be made aware of the most recent assessment of the implementation of the LWP.

**CORRECTIVE ACTION:**

The SFA will develop a Plan of Action (POA) to address the missing elements in the current LWP. The POA should include a timeline to ensure the updated policy or administrative regulation is acknowledged by the Board of Education no later than April 30, 2020. The BOE meeting minutes showing acknowledgement of the policy or administration regulation should be submitted to the assigned Area Consultant, along with a copy of the updated policy/regulation. A copy of the POA should be submitted to the state agency reviewer as documentation of corrective action.

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<table>
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<tr>
<th>Local School Wellness</th>
<th>Local School Wellness</th>
<th>1004</th>
<th>03/31/2020</th>
<th>Closed</th>
</tr>
</thead>
</table>

**Corrective Action History**

**FINDING:**

The school system's current local wellness policy does not contain all the minimum required elements. The missing element is required in the policy:

Potential stakeholders must be made aware of their ability to participate in the LWP.

**CORRECTIVE ACTION:**

The SFA will develop a Plan of Action (POA) to address the missing elements in the current LWP. The POA should include a timeline to ensure the updated policy or administrative regulation is acknowledged by the Board of Education no later than April 30, 2020. The BOE meeting minutes showing acknowledgement of the policy or administration regulation should be submitted to the assigned Area Consultant, along with a copy of the updated policy/regulation. A copy of the POA should be submitted to the state agency reviewer as documentation of corrective action.

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<th>1002</th>
<th>03/31/2020</th>
<th>Closed</th>
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</thead>
</table>

**Corrective Action History**

**FINDING:**

Insufficient documentation to support the annual review process and update to the local wellness policy (LWP), as stated in the approved BOE wellness policy. Documentation should include:

1. List of Wellness Committee members and titles
2. Agenda and sign-in sheets from Wellness Committee meetings with dates
3. Results/Actions from meetings
### CORRECTIVE ACTION:

The SFA will develop a Plan of Action (POA) to address the missing elements in the current LWP. The POA should include a timeline to ensure the updated policy or administrative regulation is acknowledged by the Board of Education no later than April 30, 2020. The BOE meeting minutes showing acknowledgement of the policy or administration regulation should be submitted to the assigned Area Consultant, along with a copy of the updated policy/regulation. A copy of the POA should be submitted to the state agency reviewer as documentation of corrective action.

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<tr>
<td>Local School Wellness</td>
<td>The school system's current local wellness policy (LWP) does not contain all the minimum required elements. The missing elements required in the policy are:</td>
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</tbody>
</table>

1. Specific goals for:
   a. Nutrition Education
   b. Nutrition Promotion
   c. Physical Activity
   d. Other School-Based Activities to promote wellness

2. Nutrition guidelines for all foods and beverages sold on the school campus during the school day that are consistent with Federal regulation for:
   a. School meal nutrition standards, and
   b. Smart Snacks regulations

3. Nutrition standards for all foods and beverages provided, not sold, to students during the
school day (e.g. in classroom parties, snacks, rewards).

4. Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.

5. Designate policy leadership, by identification of one or more Local Education Agency (LEA) and/or school official(s) who have the authority and responsibility to ensure each school complies with the policy.

6. Permit the public to participate in the development, implementation, and review and update of the LWP.

7. Plan for measuring implementation, at a minimum every 3 years (triennial assessment)

8. Description of how the School Food Authority (SFA) will inform and update the public about the content and implementation of the LWP.

CORRECTIVE ACTION:

The SFA will develop a Plan of Action (POA) to address the missing elements in the current LWP. The POA should include a timeline to ensure the updated policy or administrative regulation is acknowledged by the Board of Education no later than April 30, 2020. The BOE meeting minutes showing acknowledgement of the policy or administration regulation should be submitted to the assigned Area Consultant, along with a copy of the updated policy/regulation. A copy of the POA should be submitted to the state agency reviewer as documentation of corrective action.

All documents were received. This finding is closed.