

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY REPORT

Section 207 of the HHFKA amended section 22 of the NSLA (42 U.S.C. 1769c) to require State Agencies (SA) to report the 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 SA to post a summary of the most recent final administrative review results for each School Food Authority (SFA) on the SA publicly available website no later than 30 days after the SA provides the 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 (SFA) Name: Bethlehem Area School District

SFA Agreement Number: 120-48-100-2

Date of Administrative Review (Entrance Conference Date): November 1, 2022

Date review results were provided to the SFA (Exit Conference Date): November 3, 2022

General Program Participation

1. What Child Nutrition Programs does the SFA participate in? (Select all that apply)

- School Breakfast Program (SBP)
- National School Lunch Program (NSLP)
- Fresh Fruit and Vegetable Program (FFVP)
- Afterschool Snack (ASP)
- Special Milk Program (SMP)
- Seamless Summer Option (SSO)

2. Does the SFA operate under any Special Provisions? (Select all that apply)

- Community Eligibility Provision (CEP)
- Special Provision 1
- Special Provision 2
- Special Provision 3

Review Findings

3. Were any findings identified during the review of this SFA?

- Yes No

4. Is there fiscal action associated with findings identified during the review of this SFA?

- Yes No

The Administrative Review provides a comprehensive evaluation of school meals programs by State Agencies (SAs) of SFAs participating in the NSLP and SBP and includes both Critical and General Areas of Review.

Performance Standard 1

All free, reduced price, and paid meals claimed for reimbursement are served only to students eligible for free, reduced price, and paid meals, respectively, and are counted, recorded, consolidated, and reported through a system that consistently yields correct claims.

A. Program Access and Reimbursement

Finding	
<input type="checkbox"/>	Certification and Benefit Issuance – The SFA’s certification of students’ eligibility for free or reduced-price meals and the link to the SFA’s meal counting and claiming system.
<input type="checkbox"/>	Verification – The process used by the SFA to confirm selected students’ eligibility for free and reduced-price meals.
<input checked="" type="checkbox"/>	Meal Counting and Claiming – The SFA’s meal counting and claiming system that accurately counts, records, consolidates, and reports the number of reimbursable meals claimed, by category (i.e., free, reduce price, or paid).

B. Special Provision Options

Finding	
<input type="checkbox"/>	Community Eligibility Provision (CEP) – CEP school serves free meals to all enrolled students. Reimbursement is based on claiming percentages derived from the percentage of identified students multiplied by a factor of 1.6.

Performance Standard 2

Reimbursable lunches must meet the meal requirements in 210.10, as applicable to the age/grade group reviewed. Reimbursable breakfasts must meet the meal requirements in 220.8 and 220.23, as applicable to the age/grade group reviewed.

C. Meal Patterns and Nutritional Quality

Finding	
<input checked="" type="checkbox"/>	Meal Components and Quantities – Meals claimed for reimbursement by the SFA contain the required meal components (also referred to as food components) and quantities.
<input type="checkbox"/>	Offer versus Serve (provision that allows students to decline some of the food components offered) –SFA compliance with OVS requirements. SFA offers all required food components on all reimbursable meal service lines, signage is posted to assist students in selecting a reimbursable meal and point-of-service staff ensure that students select enough components/items to make a reimbursable meal.
<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis – The SFA’s procedures to ensure that meals offered to students through the school meal programs are consistent with Federal standards for calories, saturated fat, sodium, and trans-fat and that the SFA is certified to receive the performance-based reimbursement

D. Resource Management - The SFA’s compliance with overall financial health of the school food service account.

Finding	
<input type="checkbox"/>	Maintenance of the Nonprofit School Food Service Account – Revenues and expenses are in accordance with Federal regulation, expenses are necessary, reasonable, and allocable and used only for the operation and improvement of the school food service. Net cash resources do not exceed three months’ average operating expenses.
<input type="checkbox"/>	Paid Lunch Equity – Prices charged by the SFA for paid lunches in relation to the Federal paid and free reimbursement rates.
<input type="checkbox"/>	Revenue from Nonprogram foods – SFA’s process to ensure the revenues from the sale of nonprogram foods (a la carte items, catered events, vending machines) generate the same proportion of SFA revenues as expenses from the purchase of nonprogram foods. Adult meal price is sufficient to cover the overall cost of the meal.
<input type="checkbox"/>	Indirect Costs - The SFA follows fair and consistent methodologies to identify and allocate allowable indirect costs to the school food service account.

E. General Program Compliance	
Finding	
<input checked="" type="checkbox"/>	Civil Rights – SFAs must administer program services and benefits in accordance with all laws, regulations, instructions, policies, and guidance related to nondiscrimination.
<input checked="" type="checkbox"/>	SFA On-Site Monitoring – SFAs must perform an on-site review and evaluate the counting and claiming system and general areas of review used by each school under its jurisdiction.
<input type="checkbox"/>	Local School Wellness Policy – SFA’s established Local School Wellness Policy and compliance with policy requirements.
<input type="checkbox"/>	Competitive Foods – SFA compliance with Smart Snacks requirements including those that apply to all entities selling food and beverages to students on the school campus during the school day.
<input type="checkbox"/>	Professional Standards –SFA compliance with required hiring standards and annual training requirements for food service employees.
<input checked="" type="checkbox"/>	Water Availability - SFA must make free water available to students during lunch and breakfast meal service. Water may not be offered as an alternative to fluid milk.
<input checked="" type="checkbox"/>	Food Safety – SFA must meet food safety and storage requirements such as a written food safety plan based on HACCP principles, two food safety inspections each school year, posting of food safety report, and temperature logs. SFA must also comply with the Buy American provisions specified by regulation.
<input type="checkbox"/>	Reporting and Recordkeeping – Reports are submitted to the State Agency as required and maintained with all program records for a period of three years after the submission of the final Claim for Reimbursement for the fiscal year.
<input type="checkbox"/>	School Breakfast and Summer Food Service Programs Outreach – SFAs must inform families of the availability of breakfast offered under the School Breakfast Program (SBP) and meals offered through the Summer Food Service Program (SFSP).

F. Other Federal Program Reviews	
Finding	
<input checked="" type="checkbox"/>	NSLP Afterschool Snack Service (ASP) – SFA is required to serve students nutritionally-balanced snacks, provide educational or enrichment activities, and count and claim snacks accurately.
<input type="checkbox"/>	Seamless Summer Option (SSO) – SFA offering meals during the summer or unanticipated school closure using the same meal service rules and claiming procedures used during regular school year.
<input type="checkbox"/>	Fresh Fruit and Vegetable Program (FFVP) – SFA procedures to ensure proper use of Federal funds to operate the FFVP.
<input type="checkbox"/>	Special Milk Program (SMP) - SFA operating the program in compliance with regulatory requirements and in accordance with state agency approved agreement.

To request the full Administrative Review Report, complete the *National School Lunch Program Administrative Review Report Request Form*. This form can be found on the Pennsylvania Department of Education website at <https://expressforms.pa.gov/apps/pa/education/nslp-administrative-review-report-request>