

Second Review

Connecticut State Department of Education  
Bureau of Health & Nutrition Services,  
Child/Family/School Partnerships  
25 Industrial Park Road  
Middletown, CT 06457

NSLP   
SBP

**Overview Report of Administrative and Coordinated Review Evaluation (CRE) and School Meals Initiative (SMI)**

This form represents written notification of the findings of this review, required corrective action, and the timeframe for the required corrective action. **It is your responsibility to share this information with the appropriate administrative personnel.**

**Sponsor Name:** Fairfield Public Schools **Sponsor Number:** 05100

**Name of Reviewed**

School(s): 1. Jennings # 17 Date(s) of Review: February 23 and 24, 2010

2. North Stratfield # 16 Date of Exit Conference: February 24, 2010

3. McKinley # 06

4. \_\_\_\_\_ # \_\_\_\_\_ **Response Due Date:** March 26, 2010

**State Reviewer(s):** Robert Zwack  
Fionnuala Brown

Reviewer Phone #: (860) 807-2081

The **Response Due Date** is the date the sponsor's response and written Corrective Action Plan is due to the Child Nutrition Programs: **Note:** Failure to respond by this date will result in Claims for Reimbursements being held.

**No Findings Review** (All areas were found to be in compliance and no corrective action is required.)

**I. Overview of Sponsor Findings:** Below is an overview of findings of reviewed school(s). Each problem area cited must be addressed in your written Corrective Action Plan to the Child Nutrition Programs (CNP).

REVIEW FINDINGS	CENTRAL OFFICE LEVEL	SCHOOL LEVEL	POTENTIAL FISCAL ACTION	COMMENTS & CORRECTIVE ACTION REQUIRED
A. Application Errors (Attach S-5) <input checked="" type="checkbox"/> <b>No Findings.</b> Corrective Action Not Required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>All applications were approved or denied correctly. Very nice job.</u>
B. Master List Errors <input checked="" type="checkbox"/> <b>No Findings.</b> Corrective Action Not Required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>All students on the Master List were in the correct category based on their application status.</u>
C. Edit Check Errors <input type="checkbox"/> <b>No Findings.</b> Corrective Action Not Required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>The edit check was not being completed according to federal regulations. The edit check was only used to ensure that more free or reduced price meals were not claimed than there were free or reduced eligible students. The other piece of the edit check, that if on 50% or more of the serving days in the month more</u>

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				<p>free or reduced price meals were claimed than the product of the free or reduced price eligible students times the Attendance Factor that those days would be investigated was not done.</p> <p>NOTE: The reviewer reviewed the edit check worksheet and determined that edit check threshold was not reached at any school for the review month.</p> <p>Corrective action: List the steps to be taken to ensure that the edit check is completed each month.</p>
<p>D. Counting &amp; Claiming Errors – For the Day of the Review</p> <p>Counting &amp; Claiming Errors – For the Review Month</p> <p><input checked="" type="checkbox"/> <b>No Findings.</b> Corrective Action Not Required.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>The electronic point of sale system works very well. The cashiers were well trained and knew what comprised a reimbursable meal and ensured that all children took a reimbursable meal. The staff also encouraged the children to take milk, fruits and vegetables even if they had the minimum for a reimbursable meal. The staff interacted well with the students.</p> <p>There were no errors in consolidating the claim for reimbursement.</p>
<p>E. Policy Statement Errors</p> <p><input checked="" type="checkbox"/> <b>No Findings.</b> Corrective Action Not Required.</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>_____</p>
<p>F. Verification Errors</p> <p><input type="checkbox"/> <b>No Findings.</b> Corrective Action Not Required.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Verification was conducted in accordance with federal regulations with the exception that the letter of adverse action did not contain all of the required language. The Eligibility Manual for School Meals, Part 8, Section K. Notice of Adverse Action lists the items that must be contained in the letter of adverse action. The missing language is the notification that if they request a fair hearing the children in the household will continue to receive the benefits the child was originally approved for until a final determination is made by the hearing official. Note: the correct language is included in sample letters on the child nutrition website.</p> <p>Corretive action: Submit a copy of the letter of adverse action to be used next year that includes the required language.</p>
<p>G. Civil Rights Errors</p> <p><input checked="" type="checkbox"/> <b>No Findings.</b> Corrective Action Not Required.</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>_____</p>

REVIEW FINDINGS	CENTRAL OFFICE LEVEL	SCHOOL LEVEL	POTENTIAL FISCAL ACTION	COMMENTS & CORRECTIVE ACTION REQUIRED
<b>H. Onsite Monitoring</b> <input checked="" type="checkbox"/> <b>No Findings.</b> Corrective Action Not Required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>The Onsite Monitoring visits were conducted early in the school year. This is a good practice, that is not often done, that will help catch any problems early.</u>
<b>I. Record Maintenance</b> <input checked="" type="checkbox"/> <b>No Findings.</b> Corrective Action Not Required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>J. SMI Errors</b> <input checked="" type="checkbox"/> <b>No Findings.</b> Corrective Action Not Required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Production records were complete and standardized recipes are used, excellent documentation maintained. A nutrient analysis will be conducted for McKinely School and a report will be sent to the district. Corrective action, if needed, will be requested at that time.</u>
<b>K. Menu Errors</b> <input checked="" type="checkbox"/> <b>No Findings.</b> Corrective Action Not Required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Menus were found to be in compliance with the Traditional Food Based Meal Pattern. The district's menus reflected a variety of fruits, vegetables, and entrees serving nutritious reimbursable meals.</u>
<b>L. Other Findings: e.g.,</b> Commodities, Procurement, Sanitation, Financial Management, Parent & Student Involvement, Attendance at Meetings/Training Sessions, HACCP, School Nutrition Environment, Wellness Policy, etc.  <input checked="" type="checkbox"/> <b>No Findings.</b> Corrective Action Not Required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>1. The Hazard Analysis Critical Control Point (HACCP) plan for the district was reviewed and there was excellent documentation that the HACCP principals were being followed.</u> <u>2. The Wellness Committee is active.</u>
<b>M. Second Review Required</b>  <input checked="" type="checkbox"/> <b>Second Review Not Required.</b>	_____			

**Note:** Each problem area listed above must be addressed in your response to the Child Nutrition Programs.

**II. Additional comments and recommendations.** The sponsor must address each of these areas in their Corrective Action Plan and response letter. (Use an additional Comment & Recommendation Form if necessary.)

The food service director is very well informed. She demonstrates an excellent knowledge of the program requirements and regulations. The kitchens were well maintained and the required civil rights poster, choking poster and health inspection report were posted. Also, the cafeteria had materials displayed promoting good nutrition. Overall, the

child nutrition program is very well run and organized. The findings are minor in nature and should not obscure the positive aspects of the program, both administrative and food service. This was a very good review.

The CNP reviewer and the sponsor representative must sign and date this report at the exit conference. A copy must be made for the sponsor and the CNP reviewer retains the original. *Note: You have the right to appeal any or all findings directly to the State Department of Education. Procedures for filing an appeal will be provided upon request.*

State Reviewer, Child Nutrition Programs: Robert Zwick, Linn County Date: 2/24/10

Sponsor Representative: Joyce D. Hyatt Date: 2/24/2010