

State Agency Administrative Review Report

SFA/Sponsor Name: CALDWELL-WEST CALDWELL BOE -01300660

Section 207 of the HHFKA amended section 22 of the NSLA (42 U.S.C. 1769c) to require State agencies to report the final 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 State agency to post a summary of the most recent final administrative review results for each SFA on the State agency's publicly available website no later than 30 days after the SA provides the final 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.

General Information:

Title	Date
Date of Administrative Review	05/06/2025
Date review results were provided to the School Food Authority	11/13/2025
Date review summary was publically posted	

The review summary must cover access and reimbursement (including eligibility and certification review results), an SFA's compliance with the meal patterns and the nutritional quality of school meals, the results of the review of the school nutrition environment (including food safety, local school wellness policy, and competitive foods), compliance related to civil rights, and general program participation. At a minimum, this would include the written notification of review findings provided to the SFAs Superintendent or equivalent as required at 7 CFR 210.18(i)(3).

General Program Participation:

What Child Nutrition Programs does the School Food Authority participate in?	NSLP, SBP
Does the School Food Authority operate under any Special Provisions?	

No commendations/recommendations found for this review.

Technical Assistance Log:

TA Date	TA Log #	TA Area	Form	Question	SFA Title	SFA Contact	Reviewer	SFA Access
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Findings and Corrective Action:

Site Name	
Form Name	Certification and Benefit Issuance
Question #	126
Due Date	
Corrective Action Status	CAP Accepted
Corrective Action History	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1 and/or SFA-2.) The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments.
Site Name	

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Form Name	Certification and Benefit Issuance
Question #	128
Due Date	
Corrective Action Status	CAP Accepted
Corrective Action History	If two or more income frequencies are reported on the application, income must be annualized by the determining official, using the following formulas: Weekly x 52 Every 2 weeks x 26 Twice a month x 24 *****If one frequency is reported on the application, income is not allowed to be annualized by the determining official. The incomes must be added together and then use the correct frequency column on the guidelines to determine eligibility. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name	
Form Name	Certification and Benefit Issuance
Question #	137
Due Date	
Corrective Action Status	CAP Accepted
Corrective Action History	Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction in the CA. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.
Site Name	HARRISON-133917
Form Name	Meal Components and Quantities - Day of Review
Question #	401
Due Date	
Corrective Action Status	CAP Accepted
Corrective Action History	Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. One component selected must be ½ cup fruit and/or vegetable. Food service. Serve Only site. Students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.
Site Name	HARRISON-133917
Form Name	Infant and Pre-K Meal Pattern
Question #	3
Due Date	
Corrective Action Status	CAP Accepted
Corrective Action History	All meal components must be available throughout the entire meal service. Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.

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No fiscal action items found for this review.

No results found for this review.

You have the right to appeal this fiscal action or to dispute any findings you feel are not valid. Attached is the USDA appeal procedure timeline. Failure to meet this timeline will cause your appeal to be disregarded.

Report Selections

Academic Year: 2024 - 2025

Program Type: SNP

Review Type: Administrative