




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Superintendents of Schools
Executive Directors of Regional Educational Service Centers

FROM: John D. Frassinelli, Chief 
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: March 27, 2017

SUBJECT: U.S. Department of Agriculture Additional Guidance for the Implementation of the Administrative Reviews in School Nutrition Programs Final Rule

The National School Lunch Act, 42 U.S.C. 1769c, requires state agencies to report the final results of School Nutrition Program Administrative Reviews to the public in an accessible, easily understood manner in accordance with guidelines promulgated by the Secretary of Agriculture.

The Connecticut State Department of Education (CSDE) provided information on the final rule to School Food Authorities participating in the National School Lunch Program and School Breakfast Program on October 11, 2016, as part of [USDA's Food and Nutrition Service \(FNS\) Memo Code SP 56-2016](#).

Regulations at 7 CFR 210.18(m) require the CSDE to post a summary of the most recent Administrative Review results for each School Food Authority on the CSDE's public website no later than 30 days after the CSDE provides the final results of the Administrative Review to the School Food Authority. The CSDE must also provide a copy of the full Administrative Review report to the public upon request.

The Administrative Review results summary will include the following areas of the review:

- A. Meal Access and Reimbursement
 - Certification and Benefit Issuance
 - Verification of Household Applications
 - Meal Counting and Claiming
- B. Meal Pattern and Nutritional Quality
 - Meal Components and Quantities
 - Offer versus Serve Option
 - Dietary Specifications and Nutrient Analysis
- C. General Program Compliance
 - Civil Rights
 - Local School Wellness Policy
 - Smart Snacks in Schools
 - Food Safety, Storage, and the Buy American Provision
 - Other Areas
 - Resource Management
 - Professional Standards
 - On-site Monitoring
 - School Breakfast and Summer Food Service Program Outreach.

Administrative Reviews of School Food Authorities are conducted every three years and the results summary will remain posted until another Administrative Review occurs and a new report is issued. The CSDE also encourages each School Food Authority to post a summary on its own public website. Attached is a copy of the Administrative Review Results Summary template.

For questions and additional information, please feel free to contact me at 860-807-2050 or john.frassinelli@ct.gov or Susan Alston at 860-807-2081 or susan.alston@ct.gov.

JDF:saa

Attachment