

OFFICE OF BUSINESS ADMINISTRATION
PATCHOGUE-MEDFORD SCHOOLS
241 South Ocean Avenue
Patchogue, NY 11772-3787
(631) 687-6330

TO: Michael J. Hynes, Superintendent of Schools

FROM: Donna Jones, Ed.D., Asst. Superintendent for Business

DATE: June 9, 2016

RE: State Audit Review – School Lunch Program



As you are aware, four representatives from the Child Nutrition Office of the State Education Department audited our School Lunch program yesterday. The scope of their review included reviewing more than five hundred aggregate records for Medford, River and South Ocean schools. The focus of the review was in the following areas:

1. Compliance with nutritional quality and meal planning;
2. Review of the effectiveness of serving lines;
3. Meal counting and claiming;
4. Paid lunch equity;
5. Documentation of outreach to families regarding availability of school breakfast and lunch Programs;
6. Smart Snacks served to students.

After reviewing samples in all of the aforementioned areas, and additional areas included in the attached memo, I am pleased to report that there were **no audit findings**. This is a tremendous accomplishment, considering the size and complexity of our District. I have attached a letter of commendation to Dan Erwin and recommend that this information be shared with the Board.

/ro
Attachments

cc: J. Mangano



THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK/ALBANY, NY 12234
Office for Prekindergarten through Grade 12 Education
Child Nutrition Program Administration
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(518)473-8781 Fax (518)473-0018
web site www.nysed.gov/cn/cnms.htm

LEA Code: 580224030000

April 5, 2016

Dr. Michael Hynes
Superintendent
Patchogue-Medford UFSD
241 S Ocean Ave
Patchogue, NY 11772-3787

Dear Dr. Michael Hynes:

The Richard B. Russell National School Lunch Act amended by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), requires School Food Authorities (SFA) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to be evaluated through an Administrative Review at least once every three years. Patchogue-Medford UFSD is scheduled to be reviewed during the 2015-16 school year.

The Administrative Review is a comprehensive evaluation of the school meals program conducted by the New York State Education Department (SED). The objectives of the Administrative Review are to determine whether the school meets both federal and State regulations; provide technical assistance; secure any needed corrective action; and assess fiscal action, if applicable. This process includes an off-site evaluation, allowing SED to gain a better understanding of SFA operations prior to the on-site review. The purpose of the on-site portion of the Administrative Review is to validate the information collected off-site and provide an opportunity for SED to observe the operation of the Child Nutrition Program(s).

A representative(s) from the State Education Department will conduct the on-site portion of the administrative review of your district's Child Nutrition Programs. We will be contacting you to collect more information prior to the review. In addition, the materials indicated on the attached checklist should be provided to the reviewers at the time of the review in order to expedite the process.

Patchogue-Medford UFSD Administrative Review will begin on June 8, 2016.

The following Recipient Agencies and programs will be observed:

Medford Elementary School	Lunch
River Elementary School	Breakfast and Lunch
South Ocean Middle School	Breakfast and Lunch

The administrative review will address the following areas:

- I. Meal Access and Reimbursement
 - a. Certification and Benefit Issuance, Verification, Meal Counting and Claiming
- II. Meal Pattern and Nutritional Quality
 - a. Meal Components and Quantities, Offer vs. Serve, Dietary Specifications and Nutrient Analysis
- III. General Program Compliance
 - a. Civil Rights, Professional Standards, SFA On-Site Monitoring, Local School Wellness Policy, All Foods Sold In school (Smart Snacks in school), School Meal Environment, Water Availability, Food Safety, Reporting and Record Keeping, School Breakfast Program and Summer Food Service Program Outreach

Administrative Review Checklist

The following checklist should be used to ensure that all records and documentation are available to the reviewers upon their arrival. Failure to do so will result in applicable violations being cited and potential loss of reimbursement and/or reclaims. Records for the most current and previous fiscal year should be available for review. SED has the authority to request additional documentation.

Review Period: May

Date of Review: Wednesday, June 8, 2016

Certification & Benefit Issuance

1. Benefit Issuance Document for the entire SFA from any day during the review period

- Benefit issuance documents are documents directly used in the meal count system to deliver the benefits to students (roster, master list etc.)
- An excel document is preferred, but not required
- Must Include: student's name, school name, benefit status (free & reduced students only), method of certification (income application, direct certification etc.), date certified, total number of eligible students in the SFA and identify students selected for verification. Please sort list by last name.
- The benefit status for each student on the list should be coded to prevent overt identification (Example: A = Free, B = Reduced)

2. Free and reduced applications/certification documentation for:

- ☐ Upon receipt of the SFAs benefit issuance document, a SED reviewer will contact you with the list of students selected for review
- If an application selected by the State Agency was also part of income verification, please include the verification documentation.

3. Denied applications

4. Notification Letters, including:

- A copy of the denial letter notifying families that they are ineligible for meal benefits
- A copy of the notification letter sent to families approved for benefits through an application or a description of how families are notified of free/reduced meal benefits
- A copy of the direct certification notification letter sent to families who have been provided free meal benefits through the Direct Certification Matching Process (DCMP)

Income Verification

5. A description of the SFA's Income Verification procedures, including:

- ☐ A copy of the current school year's verification collection report and verified applications

Administrative Review Checklist

- You may be asked to supply food labels/additional documentation to support compliance
- 10. Description of all fundraisers that sell food to students and are held during the school day on the school campus**
 - Include the entity responsible for ensuring compliance at each location and a list of all food items sold
 - You may be asked to supply food labels/additional documentation to support compliance
- 11. Provide a list of beverages sold to students during the school day on the school campus**
 - You may be asked to supply food labels/additional documentation to support compliance

Dietary Specifications and Nutrient Analysis

- 12. A SED reviewer will contact you to complete an off-site "meal compliance assessment tool" (if applicable) and an off-site "dietary specifications tool"**
 - Based on the results of this off-site assessment, a nutrient analysis of your breakfast and lunch menu may be required
 - During the on-site review, SED will confirm the responses to the off-site assessment. Findings as a result of the on-site review may also trigger the requirement for a nutrient analysis of your breakfast and lunch menu

General Program Records

- 13. A copy of the Public Announcement**
 - Not required for RCCIs without day students
- 14. A copy of the Parent Letter**
- 15. Annual Self-Review for each building if performed by the date of review.**
 - A self-review must be performed by February 1st of each year in SFAs with more than one building.
- 16. Civil Rights Compliance Report or a copy of the Basic Educational Data System (BEDS) report for the SFA**
- 17. Annual Civil Rights Training, including the agenda and dated sign-in sheet**
- 18. The two most recent health inspection reports for each site being reviewed**
 - Letter to the local health department requesting two health inspections
 - If your site did not have two health inspection reports in the current school year, please provide the two most recent health inspection reports



New York State Education Department – Child Nutrition Program Administration
Administrative Review Report

SFA Name: <u>Patchogue Medford UFSD</u>	SFA LEA Code: <u>580224030000</u>
Date of Review: <u>6-8-16</u>	Date of Exit Conference: <u>6-8-16</u>
SED Contact Person: <u>Meghan Usher</u>	
Reviewer(s): <u>MB Sotir, K Oliver, K Korage, E Maryzak</u>	

School Food Authority Representatives: The following Representatives have been designated by the SFA to attend the Administrative Review exit conference and have the authority to discuss the review:

Name	Title	Signature
<u>Donna Jones, Ed.D</u>	<u>Asst. Supt. for Business</u>	<u>[Signature]</u>
<u>Daniel Erwin</u>	<u>FSD</u>	<u>[Signature]</u>

The New York State Education Department (SED) conducted an Administrative Review of the Child Nutrition Programs at your School Food Authority (SFA). The main purpose of the review is to ensure compliance with federal and State regulations governing the Child Nutrition Programs.

The review process is not intended to be an all-inclusive or final review of your Child Nutrition Program operations. Therefore, you should continue to examine operations at periodic intervals to ensure compliance with Child Nutrition Program requirements.

An exit conference was conducted to discuss the review and provide technical assistance.

There were no findings in the areas observed as part of this review.

Technical assistance was provided in the following areas: updated non-
discrimination statement

SED reserves the right to conduct additional reviews, either announced or unannounced, for any irregularities and/or to verify corrective action was completed and applied to all schools under the jurisdiction of the SFA, as appropriate and/or to conduct applicable close out procedures in the event of program termination.

You are required to retain SFA records for a period of three years after submission of the final claim for reimbursement for the fiscal year to which they pertain. However, if audit findings have not been resolved the records shall be retained beyond the three year period as long as required for resolution of the issues raised by the audit. Please be advised that these records must be readily retrievable or immediately available upon request.

The National School Lunch Program and School Breakfast Program focus on improving the critical nutrition and hunger safety net for millions of children. Our goal for all Child Nutrition Programs is to increase awareness of and participation in these programs while promoting program integrity. Our intent is to provide you with any assistance that will enable you to continue to offer program benefits to the community. If you have any questions, please do not hesitate to contact SED at (518) 473-8781.