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***Letter of Finding: Action Summary Report***  
**National School Lunch Program Administrative Review Effort (NSLP AR)**

First review conducted at SAU #28 on May 16-17, 2017.

This document represents written notification regarding the findings of the administrative review with required corrective action and timeframes. Upon further examination of the documents and review of requested information following the AR, there may be additional technical assistance or findings requiring corrective actions.

***This information should be shared with the appropriate administrative personnel.***

**Key terms:**

- **Findings:** the area reviewed was found to be out of compliance based on federal and/or state regulation. A plan of Corrective Action is required.
- **Technical Assistance (TA):** guidance and recommendations provided to improve and strengthen overall operations and systems for increased efficiency and accuracy.
- **Corrective Action (CA):** Federal and/or State regulation compliance errors **mandating** follow-up corrections with a timeframe for completion. Some Corrective Action plans may also include a possible fiscal action. Failure to respond and provide the necessary corrections may result in the holding of a claim.
- **Fiscal Action (FA):** recovery of overpayment due to errors in critical review areas associated with federal dollars or repeat Findings.
- **Recommendation:** The review area did not rise to a required Corrective Action Plan, but there were operational or managerial systems that the State agency felt could use review and consideration.

## Resources

Please refer to the ***Code of Federal Regulations, Agriculture, January 1, 2008*** manual for specific regulations and rules governing the National School Lunch Program as outlined in this document:

<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=b8cfec1198e50d5b852c54ea7e440269&mc=true&r=PART&n=pt7.4.210>

Part 210 National School Lunch Program  
Part 227 Nutrition Education and Training Program  
Part 245 Determining eligibility for free and reduced price meals and free milk in schools

<http://www.fns.usda.gov/cnd/governance/regulations.htm>

Website links cited in this document are found on the ***New Hampshire Department of Education Bureau of Nutrition Program and Services (NH DOE-BNPS) website*** at: <http://education.nh.gov/program/nutrition/index.htm>

- Accommodating Children with Special Dietary in the School Nutrition Programs Manual
- After School Snack Program
- Community Eligibility Provision
- Dietary Guidelines for Americans
- Eligibility Manual For School Meals- updated in July 2016
- Federal *Office of Business and Management (OMB) Cost Principles for State, Local, and Indian Tribal Governments* is the official federal regulations for National Child Nutrition Program funds.
- Food Allergies and Anaphylaxis Network (FAAN)
- Food Buying Guide for Child Nutrition Programs
- Food Service Management Company Contract information
- Hazard Analysis and Critical Control Plan (HACCP)
- Healthy Meals Resource System (HMRS)
- Managing Life Threatening Allergies in Schools
- Institute of Child Nutrition (ICN formerly NFSMI)
- NH – Farm to School
- NH School Nutrition Association (SNA)
- Offer Versus Serve (OVS) in School Meals
- Sanitation
- Sanitation Inspections and the related Federal Requirements
- School Breakfast Program (SBP)
- School Nutrition Association (SNA)
- SNA Credentialing Programs
- School related Code of Federal Regulations (USDA 7 CFR Part 210-250)
- Special Milk Program (SMP)
- Team Nutrition
- Technical Advisory #13
- Technical Advisory #21
- USDA Child Nutrition Information Center
- USDA Child Nutrition Programs
- USDA Recipes for Schools
- USDA Special Needs Resources
- Wellness Policies