

**2018-2019 State Education Department (SED) - School Food Authority (SFA) Review
Corrective Action (CA) and Technical Assistance (TA)**

SFA Name: Rye Neck UFSD
Date of Review: 2018-19 School Year, On-site review March 5, 2019

<i>Number</i>	<i>Type</i>	<i>Comment</i>	<i>Response and Implementation Date</i>
On-Site Review			
1	CA/TA	Documentation of recipes <i>SED could not substantiate meat/meat alternate offerings for salad bar and deli bar meals because the SFA did not have recipes and production records that clearly indicate portions served.</i>	SFA provided recipes for both the salad bar and the deli bar to SED. <u>Completion date:</u> March 11, 2019
2	TA	Approving free and reduced-price meal applications	No response necessary, technical assistance provided to SFA on one application. Application modified as directed by SED. <u>Completion date:</u> March 5, 2019
3	TA	USDA Non-Discrimination Statement	No response necessary, technical assistance provided to SFA related to USDA approved non-discrimination wording. Non-discrimination wording has been updated on all necessary letters and forms. <u>Completion date:</u> March 5, 2019
General Procurement Procedures			
4	CA/TA	Written code of conduct for purchasing <i>SED determined that the District should adopt a written code of conduct and related disciplinary actions related to procurement (purchasing).</i>	The SFA will review policies which contain a written code of conduct that refer to disciplinary action for violations by officers, employees, or agents. <u>Anticipated completion date:</u> School Year 2019-20
5	CA/TA	Use of Small, Minority, and Women's Businesses <i>SED noted that the SFA should take steps to ensure that small, minority and women's business enterprises and labor surplus firms are used when possible.</i>	The SFA will make efforts to use small, minority and women's firms when fiscally feasible. <u>Anticipated completion date:</u> School Year 2019-20
Procurement Review: Micro Purchases (purchases below \$1,000)			
6	CA/TA	Spreading micro purchases across sources <i>SED noted that the SFA did not equitably spread purchases among all qualified sources.</i>	To the extent practicable, the SFA will distribute micro-purchases equitably among all qualified sources. <u>Anticipated completion date:</u> School Year 2019-20