

**Oklahoma State Department of Education (SDE)
Child Nutrition Programs (CNP)
ADMINISTRATIVE REVIEW (AR) SUMMARY**

Name of School Food Authority (SFA): _____ County District Code: _____

Address of SFA: _____ City: _____ Zip Code: _____

Consultant(s) Conducting Review: _____

An AR of your SFA's CNP operation has been completed. The SFA was found in:

Compliance

Noncompliance

Date of Review: _____ Date Review Closed: _____

Number of Schools in SFA: _____ Number of Schools Reviewed: _____ Number of Eating Sites Reviewed: _____

List schools reviewed for the following CNP:

National School Lunch Program (NSLP): _____

School Breakfast Program (SBP): _____

After-School Snack Program (ASSP): _____

Special Milk Program (SMP): _____

Fresh Fruit and Vegetable Program (FFVP): _____

Seamless Summer Food Program (SSFP): _____

Does the SFA operate under any special provisions: (Select any that apply)

Provision 1

Provision 2

Provision 3

Community Eligibility Provision (CEP)

This SFA had violations in the following areas:

PS-1 Violations

PS-2 Violations

Resource Management Violations

General Area Violations

Recalculation required

YES	NO	REVIEW FINDINGS			
		A. Program Access and Reimbursement			
		YES	NO		
				Certification and Benefit Issuance	
				Verification	
				Meal Counting and Claiming	
		Finding(s) Details:			
		B. Meal Patterns and Nutritional Quality			
		YES	NO		
				Meal Components and Quantities	
				Offer versus Serve	
				Dietary Specifications and Nutrient Analysis	
		Finding(s) Details:			

YES	NO	REVIEW FINDINGS			
		C. School Nutrition Environment			
		YES	NO		
				Food Safety	
				Local School Wellness Policy	
				Competitive Foods	
				Other	
		Finding(s) Details:			
		D. Civil Rights			
		Finding(s) Details:			

SFA Level: Meal Access & Reimbursement

Certification and Benefit Issuance

Requirement: #126 Selected applications correctly approved

Findings: There are 3 applications involving 6 students that were not approved correctly resulting in miscategorization of benefit issuance.

Corrective Action Required: Adverse action letters must be sent to the households affected. Corrective action was made on-site.

Verification:

Requirement: #208 Documentation demonstrating a confirmation review took place.

Findings: Confirmation review was not accurate, but procedure was not affected.

Corrective Action Required: SFA must ensure confirming official understands how to evaluate application.

Requirement: #209 Applications for verification properly selected.

Findings: One application selected for verification was not properly changed in the electronic system to direct certification. This resulted in an application originally error-prone which had recently been direct certified being verified.

Corrective Action: SFA must run current direct certification list and update electronic system prior to verification process.

Requirement: #213 Notice of adverse action contain all required information.

Findings: The letter does not make recipients aware of cost of meals.

Corrective Action Required: SFA must submit updated adverse action letter to Consultant.

Requirement: #215 Completion of Verification by Nov. 15

Findings: The verification was not completed in a timely manner.

Corrective Action: SFA must submit verification by the deadline in the future.

Meal Counting and Claiming

Requirement: #314 SFA following their Agreement/Application with State Agency

Findings: SFA is not following OVS for all age groups during breakfast according to Agreement.

Corrective Action: SFA must follow Agreement.

Reporting and Recordkeeping:

Requirement: #1502 Maintain sufficient records to document compliance with revenue from nonprogram foods requirement.

Findings: Records are maintained but compliance with nonprogram food requirements is not met.

Corrective Action: SFA will use USDA tools for determining sufficient revenue is placed in SFA nonprofit food service account to meet compliance.

SCHOOL LEVEL

Offer Versus Serve (Day of Review)

Requirement: #500 Offer versus serve being properly implemented.

Findings: All items are being placed on plates requiring the full cup of fruit (1/2 cup fruit and 1/2 cup juice) in addition to the milk and not allowing for choices.

Corrective Action: SFA must allow options for food choices, with exception of one choice must be at least 1/2 cup of fruit component.

Requirement: #501 Cafeteria staff being trained on OVS.

Finding: Full-time and part-time staff are not implementing OVS properly.

Corrective Action: On-line training of offer vs. serve must be completed by all Full-time, part-time staff and those assisting in food service and documentation submitted to the Consultant.

Meal Components and Quantities – Review Period

Requirement: #409 Required meal components per weekly meal pattern being offered and served.

Finding: Breakfast was short 1 oz. equivalency for Whole Grain Rich grain serving and grain items being used that are not Whole Grain Rich.

Corrective Action: SFA must use WG products. Submission of two weeks of production records for breakfast with WG labels will be provided to Consultant.

Smart Snacks in School:

Requirement: #1104 -1105 Students able to purchase foods during the school day and products meeting requirements.

Findings: There are products in vending machines that do not meet the Smart Snack standards and beverages do not meet requirements for all age groups.

Corrective Action: Products were being replaced with snack compliant products while Consultant was on-site. SFA must submit documentation on meeting requirements for different age groups in regards to beverages.

Requirement: #1106 Fundraisers held during day observing state defined limit. Findings: Vending machines were operating throughout the day and during meal services with non-compliant products and no exempt fundraisers on file.

Corrective Action: Snack compliant products were being placed in vending machine while Consultant was on-site. SFA will complete an exempt fundraiser form for any Concession Stand or other food fundraisers that are not Smart Snack compliant.

Local Wellness Policy Uploaded Documents

Requirement: Local Wellness Policy

Findings: The Local Wellness Policy does not include assessment of the program. SFA is not following regulations that are stated in the policy in regards to sales of foods of minimal nutritional value.

Corrective Action: SFA must update Local Wellness Policy and enforce regulations that have been stated. Copy of policy is to be submitted to the Consultant.

Comments/Recommendations:

CORRECTIVE ACTION REQUIRED TO BE COMPLETED BY (§210.68[k]): _____

CORRECTIVE ACTION DOCUMENTATION REQUIRED IN STATE AGENCY BY (§210.18[K][1]):

_____ **(30 days from the date the corrective action must be completed)**

An exit conference was conducted (§210.18[i]) discussing the AR Review findings on: _____

with _____ (Name and Title of School Representative)

CNP Consultant(s): _____

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 AR to the public in an accessible, easily understood manner in accordance with the guidelines promulgated by the Secretary. Regulations at 7 CFR 210.18(m) require the State Agency to post a summary of the most recent final AR results for each SFA on the State Agency's publicly available Web site no later than 30 days after the State Agency provides the final results of the AR to the SFA. The State Agency must also make a copy of the final AR report available to the public upon request.

Date Review Summary Was Publicly Posted: _____