

**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: Food Safety, Storage and Buy American

Requirement: #1400 Written food safety plan contain required elements and available.

Findings: There is no written food safety plan available.

Corrective Action: SFA must submit a written food safety plan.

School Level: Meal Components and Quantities – Review Period

Requirement: #409 Reviewed meals during the review period indicate all of the required meal components per weekly meal pattern requirements were offered and served.

Findings: All components were available, but do not meet the weekly requirement for vegetables and grains. The required amount of grains are not whole grain rich. Technical assistance was provided on the daily/weekly requirements for all age groups for the vegetable and bread/grain servings. These are not repeat violations; therefore no fiscal action.

Corrective action: Was implemented immediately. SFA must plan the appropriate serving size for vegetables and grains for each age group and the sufficient amount of subgroup of vegetables required for the week. Grain products must meet the weekly whole grain rich requirement. Production records with labels and recipes will be submitted for the week of January 30 – February 3 for both breakfast and lunch.

Requirement: #410 Planned menu quantities meet meal pattern requirements for the review period.

Findings: K-5 grades are insufficient on vegetables as not all grades have access to salad bar. The subgroup of Other Vegetable was not sufficient for the week. Grain serving is insufficient and does not meet WGR daily/weekly requirement. 6-8 grade group is insufficient on vegetable quantity. Grain serving amount is insufficient and does not meet WGR daily/weekly requirement. 9-12 grade group is insufficient for red/orange vegetable subgroup for the week. Grain serving is insufficient and not meeting the WGR daily/weekly requirement. These are not repeat violations; therefore no fiscal action.

Corrective action: Was implemented immediately. Technical assistance was provided on the daily/weekly requirements for all age groups for the vegetable and grain servings through use of the Nutrient Assessment Worksheet. Menu items which could be added to meet requirements were discussed. SFA must plan the appropriate serving size for vegetables and grains for each age group and the sufficient amount of subgroup of vegetables required for the week. Grain products must meet the weekly whole grain rich requirement. Production records with labels and recipes will be submitted for the week of January 30-February 3 for both breakfast and lunch.

Food Safety, Storage and Buy American

Requirement #1406: Written food safety plan implemented.

Findings: There is no written food safety plan available.

Corrective Action: SFA must submit a written food safety plan (HACCP) and implement the procedures.

Requirement: #1407 Temperature logs available for review

Findings: Temperatures were not being logged.

Corrective Action: Logs will be kept on all refrigerator/freezer/milk cooler units. Corrected on-site.

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: _____