

**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

Requirement: #133 Direct certifications correctly certified

Findings: There was 1 application involving 1 student that was not updated correctly upon becoming direct certified during the year.

Corrective Action Required: Adverse action letter must be sent to the household affected.

Requirement: #137 Accurately transfer correct benefit from the eligibility determination document to the POS benefit issuance document

Requirement: #138 Update benefit issuance document accurately and in a timely manner.

Requirement: #140 Update benefit issuance document in a timely manner upon receipt of DC update

Findings: The benefit from the direct certification list did not get transferred to the POS document and updated in a timely manner.

Corrective Action Required: Benefit must be transferred to POS document. Corrective action was made on site.

Verification:

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

Findings: There is no documentation showing a confirmation review occurred. However, the procedure would not have been affected.

Corrective Action Required: SFA must ensure a confirmation review occurs prior to verification notice and obtain verifying official signature upon completion.

School Level: Meal Access and Reimbursement

Review Period

Requirement: #325 Counts by category correctly used in Claim for Reimbursement.

Findings: There were non-systemic errors for NSLP and SBP. No recalculation or fiscal action will be taken.

Corrective Action: Claim must be accurately submitted.

COMPETITIVE FOODS: SMART SNACKS

Smart Snacks in School:

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

Findings: There are beverages in vending machines that do not meet requirements for all age groups.

Corrective Action: 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 beverages for junior high age group and no exempt fundraisers on file.

Corrective Action: SFA will complete an exempt fundraiser form for any food fundraisers that are not Smart Snack compliant.

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: _____