

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

Name of School Food Authority (SFA): Meeker Public Schools County District Code: 41-1095

Superintendent: Jeffrey S. Pruitt

Address of SFA: 214 E. Carl Hubbell Boulevard City: Meeker Zip Code: 74855-8400

Consultant(s) Conducting Review: Pat Gower

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

Compliance  Noncompliance

Date of Review: 1/29-31, 2/1,5,7-8/2018 Date Review Closed: Pending

Number of Schools in SFA: 3 Number of Schools Reviewed: 1 Number of Eating Sites Reviewed: 1

List schools reviewed for the following CNP:

National School Lunch Program(NSLP): Meeker Elementary

School Breakfast Program(SBP): Meeker Elementary

After-School Snack Program(ASSP): Meeker Elementary

Special Milk Program(SMP): NA

Fresh Fruit and Vegetable Program(FFVP): NA

Seamless Summer Food Program(SSFP): NA

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			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>A. Program Access and Reimbursement</b>			
		YES	NO		
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Certification and Benefit Issuance	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verification	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Counting and Claiming			

Finding(s) Details:

YES	NO	REVIEW FINDINGS		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>B. Meal Patterns and Nutritional Quality</b>		
		YES	NO	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Offer versus Serve
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dietary Specifications and Nutrient Analysis

Finding(s) Details:

Offer versus Serve

Day of Review

Requirement: 500 & 501. Is Offer vs. Serve being implemented properly by the reviewed school? Has the cafeteria staff been trained on Offer vs. Serve?

Findings: Students are asked to put their hand up if they want something different and then asked what they would like. Most students did not raise their hands and was not asked if they wanted a food item, so most students were served all components. Technical assistance was provided to ask each student what they want and after reviewing the menu on the wall prior to entering the service line, they should be ready to say what they would like. The staff did understand if a student did not want all food components what a reimbursable meal was, but did not know they needed to update their Offer versus Serve training. Technical assistance was provided for proper methods of Offer versus Serve.

Corrective Action Required: Provide Offer versus Serve training for all staff and Implement Offer versus Serve as required. Offer versus Serve gives students more control over the foods they consume, and may help SFAs reduce plate waste and improve student's perception of the NSLP and SBP. Send documentation of how the school will train, correct and implement Offer versus Serve.

Meal Components and Quantities

Review Period

Requirement: 410. Do planned menu quantities meet meal pattern requirements for the review period?

Findings: The menu quantities did not meet the meal pattern requirements for the review period. The school did meet the daily whole grain-rich requirement, but did not meet the weekly requirements. Technical assistance was given on the use of the Whole Grain-Rich Ounce Equivalency Requirements chart and reading Nutrition Facts Labels for grams and ounces.

Corrective Action Required: Prepare menus and Food Production Records which meet all Meal Pattern Requirements. Send copies of menus, Food Production Records, Nutrition Facts labels, CN labels and recipes of food items served in one week for both breakfast and lunch.

YES	NO	REVIEW FINDINGS			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>C. School Nutrition Environment</b>			
		YES	NO		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Safety	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local School Wellness Policy	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Competitive Foods	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other			
<p>Finding(s) Details:</p> <p>Food Safety, Storage and Buy American</p> <p>Requirement: 1411. a. Did a review of agricultural food components indicate violations of the Buy American provision (7 CFR 210.21(d)) either during review of products on-site at reviewed schools.</p> <p>b. Is there documentation to determine if domestic alternatives were considered and if an exception was granted by the SFA because: The agricultural food component is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or Competitive bids reveal the costs of domestic agricultural food components are significantly higher than the non-domestic ones.</p> <p>The exception was related to the domestic food as prohibitively costly or limited quantity availability. (Inform the SA staff conducting the procurement review of any findings to identify if the Buy American provision is in the SFA solicitation, contract, and/or bid specifications.</p> <p>Findings: The school did not meet the Buy American provision. Canned fruit, Ambrosia brand: Applesauce, pears, and peaches product of China. School site did indicate that the cost per can was significantly higher on the bid, but did not document the reason for the decision.</p> <p>Corrective Action Required: Ensure the school is meeting the Buy American Provision according to USDA requirements. If a domestic alternative was considered, if not available or not produced in the U.S., or if domestic food components are significantly higher than non-domestic food items, documentation must be kept. Evaluate Buy American provision for purchasing, ensure documentation is obtained for non-domestic food items if used. Send documentation how the school is ensuring they are meeting the Buy American provision.</p>					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>D. Civil Rights</b>			
<p>Finding(s) Details:</p>					

**Comments/Recommendations:**

Cafeteria Mangers attend Cafeteria Managers Training provided by the State Agency.

**CORRECTIVE ACTION REQUIRED TO BE COMPLETED BY**(§210.68[k]): 3/9/2018

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

4/9/2018 (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: 2/8/2018

with Jeffrey S. Pruitt, Superintendent (Name and Title of School Representative)

CNP Consultant(s): Pat Gower

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.

\_\_\_\_\_  
Signature of School Representative

\_\_\_\_\_  
Date

Date Review Summary Was Publicly Posted: 2/23/18