

**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 AND REIMBURSEMENT

Certification and Benefit Issuance

Requirement: #126 Selected applications correctly approved

Findings: There is 1 application involving 2 students that was not approved correctly resulting in miscategorization of benefit issuance.

Corrective Action Required: Benefit must be changed on benefit issuance document. This is a nonpricing school so no other action required. Corrective action was made on-site.

Verification

Requirement: #208 Confirmation review conducted.

Finding: The confirmation review was dated the same as the verification; therefore confirmation was not properly conducted. Confirmation and verifying official signatures were the same person. Technical assistance was provided as to the purpose and timeliness of a confirmation review and two different persons to be designated.

Corrective Action: The SFA will ensure that confirmation/verification process is accurately performed.

GENERAL PROGRAM COMPLIANCE

Civil Rights

Requirement: #810 Program materials use the non-discrimination statement

Findings: The non-discrimination statement is not included on menus.

Corrective Action: The non-discrimination statement must be included on all materials that are disseminated to the public. A copy of the menu with the non-discrimination statement must be submitted.

Reporting and Recordkeeping

Requirement: #1502 Maintain sufficient records to document compliance with paid lunch equity and revenue from nonprogram foods requirement

Findings: SFA is not recording any expenses to nonprogram foods and adult revenue is being coded to student lunches; therefore revenue/cost proportion not easily identifiable.

Corrective Action: SFA must record expenses for nonprogram foods and revenue from nonprogram foods must be coded accordingly. Technical assistance was provided to the SFA on proper coding procedures. March ledger sheet must be submitted for documentation of coding for nonprogram foods for revenue and expenditures.

School Level

MEAL COUNTING AND CLAIMING: Review Period

Requirement: #322-323 Meal counts exceed number of eligible students and attendance adjusted eligible students.

Finding: An Edit Check worksheet created by the SFA does not allow determination of meal counts exceeding the number of eligible students or the attendance adjusted factor due to inaccurate information. The attendance factor is from 2010, daily free eligible is higher than highest enrolled, and claim indicates more free enrolled students than free students on the POS document.

Corrective Action: SFA must update the attendance factor, have correct information in the highest enrolled free eligible for claim and daily free eligible columns. Number of on-site free enrolled students reported on the claim must be reflective of the number of students on the POS issuance document. SFA must submit the February claim, edit check worksheet, and POS document to Consultant.

NUTRITIONAL QUALITY AND MEAL PATTERN

Meal Components and Quantities – Review Period

Requirement: #409 Components per weekly meal pattern requirements offered and served.

Findings: All components were available daily. The fruit serving for breakfast is not met daily, therefore not meeting the weekly requirement. For lunch, the daily vegetable requirement is not met on 1/9/17. Technical assistance was provided for breakfast.

Corrective Action: Juice will be added to the breakfast menu as an option in addition to the fruit in order to meet the 1 cup requirement. Corrective Action was made on site. These are not repeat violations; therefore no fiscal action.

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

Findings: Fruit being offered for breakfast does not meet the daily/weekly requirement of 1 cup daily/5 cups weekly. However, the minimum ½ cup fruit is being given to students. Daily vegetable requirement for lunch is not always met. However, since SFA is OVS sufficient amount of vegetables/fruit are prepared.

Corrective action: Was implemented immediately. Production records with CN labels, nutrition facts, and recipes will be submitted for the week of February 27-March 3 for both breakfast and lunch. These are not repeat violations; therefore no fiscal action.

Water

Requirement: #1300 Water is available to all students for lunch (in each location where lunches are served during the meal service) and for breakfast (when breakfast is served in the cafeteria)

Findings: Water was not available for all ages during lunch and was not available for any ages during breakfast.

Corrective Action: Water must be available to all students at both breakfast and lunch. Corrective action was made on-site.

RESOURCE MANAGEMENT

Requirement: Revenue from Non-Program Foods

Finding: SFA is not coding revenue for adult meals to the proper code. There are no expenses recorded to adult meals.

Corrective Action: SFA must determine the expense for adult meals and code accordingly. The revenue for adult meals must be coded to Source Code 1730. Documentation for the month of March must be provided to the Consultant indicating that proper coding is being implemented.

Recommendation: Place a pan with ice for food sharing table allowing students to access extra milk and juice, if acceptable with Health Dept.

Comments: All cafeteria staff must complete Professional Standards training requirements by May 2017.

PROCUREMENT REVIEW

The procurement review was done at the same time as the Administrative Review. A copy was left with the Superintendent.

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: _____