

**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:			

1.-Local School Wellness Policy

Requirement:

The district is required to review and update the Local Wellness Policy and provide documentation to support the review and update when completed.

Finding: The district did not have documentation to support that the Local Wellness Policy was reviewed or updated.

Corrective Action: The district will need to update the Local Wellness policy to include when and who will update and review the policy. The district will need to document when this update and/or review occurs.

2. Requirement:

The Local Wellness Policy will need to include who is involved in reviewing and updating, it will also need to document how those involved are associated with the school food authority.

Finding: The district's Local Wellness Policy did not state who was involved or have any information on those involved in the structuring of the policy.

Corrective Action: The district will need to form a committee or use an existing committee to review and update the Local Wellness Policy at their discretion.

Requirement:

Potential stakeholders must be made aware of their ability to participate in the development, review, update, and implementation of the Local Wellness Policy.

Finding: The district did not have documentation on how it makes any stakeholders aware of the policy or their ability to participate in the construction of the policy.

Corrective Action: The district will need to make apart of the Local Wellness Policy how stakeholders will know they can participate in the development, review, update, and implementation of the policy.

2. ASSP

Requirement- The district is required to offer an acceptable educational enrichment activity.

Finding- The district was not offering an enrichment component for the program.

Corrective Action- The district will begin to offer an enrichment activity at each site that the ASSP is administered. The district may not claim the after school snacks for January 4, 2017.

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: _____