

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

Name of School Food Authority (SFA): Tonkawa Public School County District Code: 361087

Superintendent: Lori Simpson

Address of SFA: 500 NE Avenue City: Tonkawa Zip Code: 74653

Consultant(s) Conducting Review: Kristen Schoeling

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

Compliance Noncompliance

Date of Review: 11/28-12/1/16&12/13/16 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): Tonkawa Middle School (6-8)

School Breakfast Program (SBP): Tonkawa Middle School (6-8)

After-School Snack Program (ASSP): N/A

Special Milk Program (SMP): N/A

Fresh Fruit and Vegetable Program (FFVP): N/A

Seamless Summer Food Program (SSFP): N/A

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 checked="" type="checkbox"/>	<input type="checkbox"/>	A. Program Access and Reimbursement			
		YES	NO		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certification and Benefit Issuance	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Verification	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Counting and Claiming	
<p>Finding(s) Details:</p> <p>Certification and Benefit Issuance Requirement: 126. All applications that were selected for review must be approved correctly. Finding: 4 students were approved incorrectly. For a list of students with error, please see page SFA-1 and SFA-2 of the review. Corrective Action Required: Students must be issued correct benefits. SFA sent letters during review and will change student's benefits upon required date.</p> <p>Certification and Benefit Issuance Requirement: 133. All direct certified students must be correctly certified. Finding: 1 student was not receiving free benefits based on direct certification. For a list of this student, please see SFA-1 and SFA-2. Corrective Action Required: Student must be issued free benefits based on direct certification approval. SFA sent letter to household and will change student's benefits upon required date.</p> <p>Verification Requirement: 207b. The verified applications on file must match the number reported on the most recent FNS-742 report. Finding: According to the most recent FNS-742 report, 7 applications should have been verified. Only 5 applications were verified by SFA. Corrective Action Required: SFA must ensure verification is done correctly in the 17-18 school year by reviewing verification numbers prior to submitting FNS-742 report.</p>					

YES	NO	REVIEW FINDINGS			
<input data-bbox="289 235 334 281" type="checkbox"/>	<input checked="" data-bbox="505 235 550 281" type="checkbox"/>	B. Meal Patterns and Nutritional Quality			
		YES	NO		
		<input type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities	
		<input type="checkbox"/>	<input type="checkbox"/>	Offer versus Serve	
		<input type="checkbox"/>	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis	
Finding(s) Details:					

YES	NO	REVIEW FINDINGS	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	C. School Nutrition Environment	
		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
		Finding(s) Details:	
		Food Safety	
		Requirement: SFA must have documentation indicating that the SFA requested 2 food inspections if SFA does not receive 2 food inspections.	
		Finding: Documentation was not available from the 15-16 school year indicating that a request had been made for 2nd food inspection.	
		Corrective Action Required: SFA must contact county health department and request a 2nd food inspection for current school year. SFA must document that this request was made.	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	D. Civil Rights	
		Finding(s) Details:	

Tonkawa Public School Administrative Review
36-1087

Dates of Review: 11/28-12/1/16 & 12/13/16

Resource Management

Revenue from Nonprogram Foods

Adult Meals

Requirement: 4. Adult meal prices must be sufficient to cover the overall cost of the meal.

Finding: SFA is only charging adults \$3.50 per lunch meal.

Corrective Action Required: SFA must increase adult meals to \$3.54/lunch for the current school year.

Adult Meals

Requirement: 5. SFA must have a process to calculate its compliance with the revenue from nonprogram food requirements.

Finding: The SFA does not have a process to calculate its compliance with the revenue from nonprogram food requirements.

Corrective Action Required: Monthly, SFA needs to ensure that they are calculating the revenue from nonprogram foods against the expense of nonprogram foods.

Adult Meals

Requirement: 7. The SFA must correctly calculate its nonprogram food ratio and its food cost ratio.

Finding: SFA is currently not calculating the nonprogram food ratio and food cost ratio.

Corrective Action Required: Monthly, SFA needs to ensure that they are calculating the revenue from nonprogram foods against the expense of nonprogram foods.

Comments/Recommendations:

Resource Management

Paid Lunch Equity

Requirement: 1. SFA must charge the minimum weighted average paid lunch price at all sites.

Finding: SFA is not charging the minimum weighted average paid lunch price at all sites. According to the PLE tool, the SFA should be charging at least \$2.15. The SFA is charging \$1.75/elementary and \$2.25/middle & high school.

Corrective Action Required: SFA either needs to increase their paid lunch price to the minimum of \$2.15 or complete the non-federal fund source worksheet and ensure that sufficient funds are making up for the difference in paid meal prices.

Paid Lunch Equity

Requirement: 3. SFA was required to increase paid lunch prices by completing one of the listed requirements.

Finding: SFA did not increase paid lunch prices due to local school board not wanting to increase paid lunch prices. SFA is using general fund monies to pay utilities in the cafeteria but there is not documentation of how this is satisfying the requirement.

Corrective Action Required: SFA either needs to increase their paid lunch price to the minimum of \$2.15 or complete the non-federal fund source worksheet and ensure that sufficient funds are making up for the difference in paid meal prices.

Paid Lunch Equity

Requirement: 4. Since SFA is using non-federal funds to support its paid lunch prices, it must use allowable sources, be of the sufficient amount, and appropriately recorded in the nonprofit school food service account.

Finding: SFA is using general fund monies to pay utilities in the cafeteria but there is not documentation of how this is satisfying the requirement.

Corrective Action Required: SFA either needs to increase their paid lunch price to the minimum of \$2.15 or complete the non-federal fund source worksheet and ensure that sufficient funds are making up for the difference in paid meal prices.

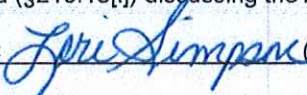
Paid Lunch Equity

CORRECTIVE ACTION REQUIRED TO BE COMPLETED BY (§210.68[k]): 3/1/17

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

4/1/17 (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: 12/13/16

with Mrs. Lori Simpson, Superintendent  (Name and Title of School Representative)

CNP Consultant(s): Kristen Schoeling

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: 12/21/16