

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

Name of School Food Authority (SFA): Wagoner Public Schools County District Code: 73-1019

Superintendent: Randy Harris

Address of SFA: 308 NE 2nd Street City: Wagoner Zip Code: 74467-4441

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: January 17-19, 23-25, 31 & April 20-21, 2017 Date Review Closed: _____

Number of Schools in SFA: 5 Number of Schools Reviewed: 1 Number of Eating Sites Reviewed: 1

List schools reviewed for the following CNP:

National School Lunch Program (NSLP): Wagoner High School

School Breakfast Program (SBP): Wagoner High School

After-School Snack Program (ASSP): NA

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 data-bbox="277 176 329 226" type="checkbox"/>	<input checked="" data-bbox="514 176 566 226" type="checkbox"/>	A. Program Access and Reimbursement			
		YES	NO		
		<input data-bbox="667 222 703 260" type="checkbox"/>	<input checked="" data-bbox="735 222 771 260" type="checkbox"/>	Certification and Benefit Issuance	
		<input data-bbox="667 266 703 304" type="checkbox"/>	<input checked="" data-bbox="735 266 771 304" type="checkbox"/>	Verification	
		<input data-bbox="667 310 703 348" type="checkbox"/>	<input checked="" data-bbox="735 310 771 348" type="checkbox"/>	Meal Counting and Claiming	
Finding(s) Details:					

YES	NO	REVIEW FINDINGS			
<input data-bbox="267 163 316 210" type="checkbox"/>	<input checked="" data-bbox="503 163 552 210" type="checkbox"/>	B. Meal Patterns and Nutritional Quality			
		YES	NO		
		<input data-bbox="662 218 698 252" type="checkbox"/>	<input checked="" data-bbox="730 218 766 252" type="checkbox"/>	Meal Components and Quantities	
		<input data-bbox="662 256 698 289" type="checkbox"/>	<input checked="" data-bbox="730 256 766 289" type="checkbox"/>	Offer versus Serve	
		<input data-bbox="662 294 698 327" type="checkbox"/>	<input checked="" data-bbox="730 294 766 327" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Competitive Foods	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other	
Finding(s) Details:					
Food Safety, Storage and Buy American Requirement: A copy of the written food safety plan site specific is available at each school site.					
Findings: A written food safety plan was not available at each school.					
Corrective Action Required: Ensure a written food safety plan containing the required elements is available at all school sites.					
Requirement: The most recent food safety inspection report is not posted in a publicly visible location.					
Findings: Food safety inspection report was posted in Manager's office.					
Corrective Action Required: Post Food Safety Inspection report in a visible location.					
Smart Snacks in School Requirement: Schools must meet the minimum requirements for all foods and beverages sold in school (also known as Smart Snacks in School) to increase consumption of healthful foods during the school day and support a healthy school environment.					
Findings: The High School did not have documentation regarding each exempt fundraiser held at the school site, or exempt fundraisers met the 14 day maximum duration. Nutritional data for beverages/food items sold in vending machines were not available, and documentation for each exempt fundraiser held were not available.					
Corrective Action Required: Nutritional data for beverages/food items sold in vending machines will be obtained. Each exempt fundraiser will be documented and tracked for compliance with State Board of Education Smart Snack Exemptions to Fundraisers policy.					
Requirement: Review of the food and beverages sold during the review month.					
Foods and beverages sold to students during the school meet Smart Snacks standards.					
Findings: No nutritional data for food items or beverages sold were available.					
Corrective Action Required: Nutritional data for beverages/food items sold in vending machines will be obtained.					
Requirement: The school does hold fundraisers during the school day where students may purchase food or beverages. The school does not indicate whether or not the items are Smart Snacks compliant or if the school observes the State-defined limit on fundraisers.					
Findings: Documentation was not available to determine that food and beverages met Smart Snack requirements and documentation was not available to indicate the school observed the State-defined limit on fundraisers.					
Corrective Action Required: Documentation must be available to determine food and beverages meet Smart Snack requirements, or documentation is available to indicate the school is meeting the state-defined limit on fundraisers.					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	D. Civil Rights			
Finding(s) Details:					

YES	NO	REVIEW FINDINGS																	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>C. School Nutrition Environment</p> <table border="1" data-bbox="646 170 1414 367"> <thead> <tr> <th data-bbox="646 170 716 205">YES</th> <th data-bbox="716 170 786 205">NO</th> <th data-bbox="786 170 1414 205"></th> </tr> </thead> <tbody> <tr> <td data-bbox="646 205 716 241" style="text-align: center;"><input checked="" type="checkbox"/></td> <td data-bbox="716 205 786 241" style="text-align: center;"><input type="checkbox"/></td> <td data-bbox="786 205 1414 241">Food Safety</td> </tr> <tr> <td data-bbox="646 241 716 277" style="text-align: center;"><input type="checkbox"/></td> <td data-bbox="716 241 786 277" style="text-align: center;"><input checked="" type="checkbox"/></td> <td data-bbox="786 241 1414 277">Local School Wellness Policy</td> </tr> <tr> <td data-bbox="646 277 716 312" style="text-align: center;"><input checked="" type="checkbox"/></td> <td data-bbox="716 277 786 312" style="text-align: center;"><input type="checkbox"/></td> <td data-bbox="786 277 1414 312">Competitive Foods</td> </tr> <tr> <td data-bbox="646 312 716 367" style="text-align: center;"><input checked="" type="checkbox"/></td> <td data-bbox="716 312 786 367" style="text-align: center;"><input type="checkbox"/></td> <td data-bbox="786 312 1414 367">Other</td> </tr> </tbody> </table> <p data-bbox="646 367 1414 403">Finding(s) Details:</p> <p data-bbox="646 403 1414 438">Revenue from Nonprogram Foods</p> <p data-bbox="646 438 1414 474">Adult Meals</p> <p data-bbox="646 474 1414 590">FNS Instruction 782-5 Rev. 1 specifies that school food authorities must, to the extent possible, ensure that the federal reimbursements, children’s payments, and nonprofit food service revenues do not subsidize program meals served to adults.</p> <p data-bbox="646 590 1414 743">Requirement: Under subsection 12(q) of the Richard B. Russell National School Lunch Act and 7 CFR 210.14(f), SFAs are required to ensure: All revenue from the sale of nonprogram foods accrues to the non-profit school food service account; and Revenue available to support the production of reimbursable school meals does not subsidize the sale of nonprogram foods.</p> <p data-bbox="646 743 1414 926">Findings: Meals served to adults were not priced so that the adult payment was sufficient to cover the overall cost of the lunch. Last school year, the SFA did not charge all adults for their meals. The adults who were charged for meals were deposited into Child Nutrition \$9,405.50, but the adults who were not charged for their meals which were not paid should have been \$22,677.71 and was not covered by the General Fund.</p> <p data-bbox="646 926 1414 1050">Corrective Action Required: The SFA will charge all adults for meals served. The SFA will ensure all funds are coded to the Child Nutrition food service account. The SFA will cover the cost of the adult meals from last school year in the school food service account.</p> <p data-bbox="646 1050 1414 1232">Requirement: Revenue available to support the production of reimbursable school meals does not subsidize the sale of nonprogram foods. An SFA assesses compliance with the Revenue from Nonprogram Food requirements in 7 CFR 210.14(f), the SFA must ensure that it includes all of its nonprogram food costs and revenues in its calculations as applicable, and that the revenue and food cost ratios were calculated correctly.</p> <p data-bbox="646 1232 1414 1381">Findings: 5.-9.The SFA did not use a process to calculate its compliance with the revenue from nonprogram food requirements in 7 CFR 210.14(f). The SFA did not accurately code all a la carte expenditures using OCAS codes. The SFA did not charge all adult meals and did not code expenditures for those adult meals.</p> <p data-bbox="646 1381 1414 1533">Corrective Action Required: The SFA did not use any tool for last school year to ensure compliance with the no program food requirements, but after technical assistance the FSD will use the USDA Nonprogram Food Revenue Tool. The SFA will use all nonprogram food expenditures and all nonprogram food revenues to ensure compliance.</p>			YES	NO		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local School Wellness Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Competitive Foods	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other
YES	NO																		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Safety																	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local School Wellness Policy																	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Competitive Foods																	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other																	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>D. Civil Rights</p> <p data-bbox="646 1717 1414 1753">Finding(s) Details:</p>																	

Comments/Recommendations:

CORRECTIVE ACTION REQUIRED TO BE COMPLETED BY (§210.68[k]): 5/19/2017

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

6/16/2017 **(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: 4/21/2017

with Randy Harris, Superintendent; Barbara Peavler, FSD (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.

Date Review Summary Was Publicly Posted: 4/28/17