

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

Name of School Food Authority (SFA): _____ County District Code: _____

Superintendent: _____

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

Review Month: _____ 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 (SSO): _____

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 (Indicate area of violation)

Maintenance of the Nonprofit

Paid Lunch Equity

Revenue from Nonprogram Foods

Indirect Costs

General Area Violations

If applicable, mark appropriate boxes:

Recalculation required

Fiscal Action Workbook completed

YES	NO	REVIEW FINDINGS			
		A. Program Access and Reimbursement			
		YES	NO		
				Certification and Benefit Issuance	
				Verification	
		Meal Counting and Claiming			

Finding(s) Details:

YES	NO	REVIEW FINDINGS			
		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		
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Finding(s) Details:

Comments/Recommendations:

CORRECTIVE ACTION REQUIRED TO BE COMPLETED BY (§210.18[i][2]): _____

CORRECTIVE ACTION DOCUMENTATION REQUIRED IN STATE AGENCY BY (§210.18[j][2]):

(30 days from the date the corrective action must be completed)

An exit conference was conducted (§210.18[i][2]) 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.

Signature of School Representative

Date

Date Review Summary Was Publicly Posted: _____

Guymon 70-I008

Continuation of AR Summary Findings

Resource Management: Maintenance of the Non-Profit Food Service Account – 7 CFR 210.14 & Adult Meals FNS Instruction 782-5 Rev. 1

Requirement #3-4: SFA's Three Months' Average Expenses was not compliant with the net cash resources requirements and spend down plan has not been approved by State Agency.

Findings: The SFA exceeded the 3 month operating balance and no spend down plan has been submitted.

Corrective Action Required: The SFA must submit a copy of the spend down plan for the use of the excess funds of \$539,100.10 to the State Agency.

Revenue from Nonprogram Foods – 7 CFR 210.14(f)

Requirement #4: Breakfast and lunch sold to other adults priced to sufficiently cover the overall cost of the adult meal.

Findings: The contract price for Head Start adult breakfast (\$1.89) is less than the USDA required amount (\$1.97). Head Start students are priced the correct contract amount.

Corrective Action Required: Ensure the proper amount is being charged based on contract pricing on Schedule B of the SFA Application. Corrective action was completed on-site.

Requirement #6-10 SFA must account for and separate its program food costs from its nonprogram food costs and determine its compliance with the nonprogram foods revenue requirements.

Finding: There is revenue recorded for adult meals (1730), but the SFA is not properly coding all expenditures for adult meals (3155). Contract meals and ala carte items are being sold, but not all revenue and expenditures are being coded properly. Last school year majority of the revenue was coded to Student Meals (1710). Non-program compliance was not able to be determined due to improper coding. This is a repeat violation. Technical assistance has been provided.

Corrective Action Required: Ala carte food item expenses based on FSMC invoice must be coded to 3110 and revenue to 1720. Adult meal and contract meal expenses must be coded to 3155. Revenue for Adult meals coded to 1730 and Contract Meals to 1760. Technical assistance has been provided to the encumbrance clerk and treasurer. Expenditure and Revenue report for ala carte, contract and adult meal for March must be submitted to SDE Child Nutrition Program Specialist.

Meal Components and Quantities – 7 CFR 210.10 & 220.8

Homer Long Site:

Requirement: #409 Production records and other documentation do not support that all reviewed meals contain weekly requirements of components.

Findings: Breakfast entree of Cheesy Ham Casserole on 1/13 did not include a grain product to be offered with that selection. Fiscal action will be assessed.

Corrective Action Required: Production records for breakfast for the weeks of March 21-25 and March 28-April 1 must be submitted, with any CN Labels, recipes, and grain ingredient labels that are applicable, to the SDE Child Nutrition Program Specialist.

Requirement: #410(a/b) Planned menu quantities meet meal pattern requirements for the review period and production records indicate required quantities were served for the review period.

Findings: Waffles are not WG Rich resulting in an insufficient amount of WG Rich being served for breakfast on 1/19 and not meeting the daily requirement. This is not a supply chain disruption issue and is a repeat violation; therefore, fiscal action will be assessed.

Corrective Action Required: Production records for breakfast for the weeks of March 21-25 and March 28-April 1 must be submitted, with any CN Labels, recipes, and grain ingredient labels that are applicable, to the SDE Child Nutrition Program Specialist.

Requirement: 411c Planned menu for review period.

Findings: Production record not identifying all items available through fruit/veg bar. This would not reflect accurate Nutrient Standard calculation.

Corrective Action Required: Submit production records/ for weeks of March 21-25 and March 28-April 1 identifying all items available, including condiment stations, and a nutrient analysis.

Food Safety - CFR 210.13

Homer Long Site:

Requirement: #1408 Selected relevant temperature logs were not available.

Findings: Temperature logs for coolers and refrigerators are not being completed during extended breaks.

Corrective Action Required: SFA must submit their plan for keeping logs of temperatures if school is not in session longer than 3 day period (including weekends).

Recommendations/Comments Continued:

Review recipes for consistency on crediting information for components. If different product is used, production records must reflect crediting information for that substitution.

Production records total quantity of component prepared is to be recorded in quantifiable amounts, i.e pounds, cans, etc. and record the CN Label number. Maintain all CN Labels, Product Formulation Statements and grain ingredient labels. Training for production records is available through OSDE Child Nutrition website.

Signage on fruit/vegetable bar indicating what component the items represent and scoops needed to meet 1/2 cup requirement if using fruit/vegetable bar to complete reimbursable meal.

Students are not required to get milk or water.