

**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		
--	--	------------------------	--	--

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: _____

Straight 70-C080
Administrative Review Continuation

Reporting and Record Keeping - 7 CFR 210.23 (c)

Requirement: #1500 Reports submitted to the state agency as required.

Findings: Although claims had been locked, other records regarding low income, verification and procurement documentation are not submitted upon request in a timely manner. The off-site administrative review was not completed before the on-site review began. Technical assistance was provided on 1/13/22. Comprehensive Resource Management Review had to be conducted as financial information was not obtained as requested in previous e-mails. The on-site began on 2/28/22.

Corrective Action Required: All reports and documentation must be submitted on time frames as designated.

Requirement #1501 & 1503: Records must be completed and retained for 3 years after the claim for reimbursement.

Finding: Production records and claiming information were not readily available. Commodity inventory was not tracked from FY 18-November 2021. From prior technical assistance visits, there are months for FY 20 and FY 21 that records were not completed. This is a repeat violation from review of 2015 and 2018.

Corrective Action Required: SFA must ensure all Child Nutrition Records are being completed and stored for 3 prior years and the current year.

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 \$7,396.03 to the State Agency.

Civil Rights – 7 CFR 210.23(b)

Requirement: Annual training of Civil Rights

Finding: All staff assisting with Child Nutrition Program in any capacity must receive annual Civil Rights training. This is a repeat violation from review of 2015 and 2018.

Corrective Action Required: SFA must submit certificates of completion for all staff, including POS and cafeteria staff.

Professional Standards – 7 CFR 210.31

Requirement: Application, Benefits, Verification and Meal Claiming (ABVM) training is required annually.

Finding: Training has not been completed. This is a repeat violation from reviews of 2015 and 2018. Claims has been locked since October for non-compliance of mandatory training.

Corrective Action Required: ABVM training must be completed and certificate submitted to SDE Program Specialist.

Dietary Specifications and Nutrient Analysis – 7 CFR 210.10(f)

Requirement: #603 All meals claimed for reimbursement must meet the minimum meal pattern requirements.

Finding: After completing the Dietary Specification Assessment Tool for Lunch, the results indicated that the required daily vegetable quantity was not met. The tool also indicated that the Legumes subgroup was not met. The Other Vegetable subgroup was met through additional ROV being served. Meat and WGR not able to be determined due to not having CN Label/PFS. Technical assistance has been provided.

Corrective Action Required: Changes to the cycle lunch menu must be made and sent to SDE Program Specialist.

Straight 70-C080
Attachment 1
Lunch Meal Service Only

Missing Components

<u>Date</u>	<u>Component</u>	<u># Served and Reclaimed</u>
9/2/21	WG	24 No grain with Salisbury Steak

Quantity Issues

9/1/21	Meat	No hamburger CN
9/3/21	Meat, WG	30 No corndog CN; DKG not met
9/7/21	Veg; ROV subgroup	30 Insufficient veg served; ROV not met
9/8/21	WG, Meat	31 Insufficient serving of grain on tacos Meat quantity not identified
9/9/21	Meat	Meat quantity not identified
9/13/21	Veg	Insufficient veg served
9/14/21	Meat, WG	28 No Chicken Fry CN
9/15/21	ROV/Legume subgroup	27 ROV not met; Legumes not met
9/17/21	Meat	CN not available for ham
9/20/21	Meat	Beef quantity not identified
9/21/21	Meat	Chicken quantity not identified
9/22/21	Meat, WG	35 No Corndog CN
9/23/21	Meat	No hamburger CN
9/24/21	Meat, WG	32 No burrito CN
9/27/21	Meat/ROV Subgroup	27 Chicken quantity not identified ROV not met
9/29/21	WG	33 Insufficient grain for chicken patties
9/30/21	Veg	Insufficient vegetable served

Red/Orange Subgroup not met for week of 9/7-9/10 (30); 9/13-9/17 (27); 9/27-10/1 (27)
DKG Subgroup not met for week of 9/7-9/10; 9/20-9/24;
Legumes Subgroup not met for week of 9/13-9/17

Meals are reclaimed for repeat violations of WGR, and ROV/Legume Vegetable subgroups.