

**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: _____

Certification and Benefit Issuance - 7 CFR 245.6

Requirement: All family size and income applications must be approved properly, and the correct benefits transferred to roster.

Finding: Not all family size and income applications were approved properly. Several students without a family size and income application were given free benefits. Incomplete applications were also given free benefits. Forty-four students were approved for free but are paid students. Sixteen were approved for reduced but are paid students. Three were approved for reduced but are free students.

Corrective Action Required: All family size and income applications must be approved properly. All students without a family size and income application or incomplete applications must be transferred to the paid status on the roster.

Requirement: The SFA must extend benefits to students living in the same household as a student on the direct certification list.

Finding: Not all students living in the same household as a direct certified student were extended free benefits.

Corrective Action Required: The roster must be corrected showing all students living in the same household as a directly certified student, are given free benefits.

Verification - 7 CFR 245.6(c)

Requirement: A confirmation review of all family size and income applications selected for verification must be completed before sending the verification letters out.

Finding: A confirmation review of applications selected for verification was not completed before sending the verification letters out.

Corrective Action Required: Once the applications are selected for verification a confirmation review of those applications must be completed before sending the verification letters out.

Requirement: All family size and income applications selected for verification must be verified properly.

Finding: An incomplete family size and income application was selected for verification. The application was verified for free benefits when it should have been approved for paid since it was incomplete.

Corrective Action Required: All family size and income applications must be approved properly.

Verification applications should only be selected from properly approved free and reduced applications. The confirmation review must be completed to catch these errors.

Meal Counting and Claiming - 7 CFR 210.7(c)

Requirement: Meal counts for all sites must be consolidated on the claim properly.

Finding: Not all counts were accurate, therefore the consolidation was not accurate. Two hundred sixteen breakfasts were served to students at 3:30 p.m. Sixty-two lunches were claimed for students that were not in attendance. Two hundred seventy-five lunches were claimed over the free eligible student count.

Corrective Action Required: Breakfast meals cannot be served at 3:30 p.m. All meals consolidated on the claim must be accurate. The edit checks must be monitored to ensure that no more meals than the count of free eligible students are claimed.

Requirement: Each meal service line must provide an accurate point of service.

Finding: The regular point of service lines in the cafeteria provides an accurate point of service. Attendance sheets were being used for Alt. Ed., and Pre-K for the point of service. Students eating breakfast in their classroom on 11/30/2022 because they were getting on a bus at 8:50 were using attendance sheets for the point of service.

Corrective Action Required: An accurate point of service must be developed and used for any students not eating in the cafeteria. Using attendance rosters for meal counts must stop at once. The food service director has been advised to NEVER type meal counts in from attendance sheets.

Requirement: Meal counts must be totaled and recorded correctly.

Finding: On the day of review, not all meal service lines had an accurate point of service, therefore, meals were claimed that were not reimbursable. Twelve free breakfast meals were served at 3:30 p.m. Twelve free lunches were claimed whether the students were in attendance or not.

Corrective Action Required: An accurate point of service must be provided for all meals claimed for reimbursement. Attendance sheets is not an accurate point of service.

Requirement: Free, Reduced and paid meals claimed should never be higher than the number of free, reduced and paid student eligible.

Finding: Every day in September 2022, except for, September 29 & 30, 2022, the free lunch count was above the eligible free student count. For the month 275 free meals were claimed over the amount of free student eligible.

Corrective Action Required: Edit checks must be monitored to ensure the amount of free, reduced and paid meals claimed are not higher than the eligible free, reduced and paid students.

Meal Components and Quantities – 7 CFR 210.10 & 220.8

Requirement: During the review period, one week of production records must be analyzed to ensure all components and vegetable sub-groups are being met.

Finding: For the week analyzed, 9/12-16/2022, for breakfast, the fruit component was short on Wednesday, leaving the week short of fruit. For lunch, on Tuesday the grain component was short leaving the grain component short for the week. The salad bar production records were not complete for September. I walked into the office and Jeanette and Tish from OPAA were trying to fill them out. I took what they had but the month was still incomplete.

Corrective Action Required: The meal pattern with all components and vegetable sub-groups must be met. Production records must be completed daily, salad bar production records for September cannot be completed in December. The school food service director must ensure the food service management company is preparing them daily.

After School Snacks Meal Pattern – 7 CFR 210.10(o)

Requirement: After school snack production records must be completed properly.

The afterschool production records require the student count, the component, the size of the component, and how many are available.

Finding: The after-school snack production records were not properly completed with the student count, size of the component, and the amount of each component available.

Corrective Action Required: The after-school snack production records must be completed properly. The school food service director must ensure the after-school production records are completed properly with the student count, components, size of the components and the quantity available.

Meal Counting and Claiming - 7 CFR 210.7(c)

Requirement: After-School snacks must be consolidated on the claim accurately.

Finding: For the month of September 2022, twenty-one free after-school snacks were not counted and claimed.

Corrective Action Required: Before submitting the claim for reimbursement, all after-school meal counts must be counted accurately.

After School Snack Monitoring – 7 CFR 210.9(c)(7)

Requirement: The after-school snack must be monitored two times per year with one being within the first four weeks of the program beginning.

Finding: The after-school snack program has not been monitored this school year.

Corrective Action Required: The after-school snack program must be monitored two times this school year. The first of these two monitoring must be completed as soon as possible, and the monitoring form must be e-mailed to Regional Child Nutrition Specialist, Tammy Flute. The second monitoring must be completed prior to the end of the school year.

Food Safety – 7 CFR 210.13

Requirement: The SFA must receive two health inspections per year. If two are not received, the SFA must request one and document the request.

Finding: For the school year 2019-2020, only one health inspection. In school year 2020-2021 there were no health inspections. And year 2021-2022 there was only one. There was no documentation showing a request was made for another health inspection.

Corrective Action Required: The SFA must ensure they are receiving two health inspections per year. If they do not receive two before the end of the school year the SFA must request another health inspection. Documentation must be provided showing the request.

Professional Standards – 7 CFR 210.31

Requirement: The food service director must complete 8 hours of food safety training. The director must have 12 hours of child nutrition training each year with civil rights training, and offer vs serve training included each school year.

Finding: The food service director has not completed the required food safety training, civil rights training or the offer vs serve training.

Corrective Action Required: The food service director must complete the required 8 hours of food safety training, civil rights training and offer vs serve training. After completing the required trainings, the training certificates must be e-mailed to Regional Child Nutrition Specialist, Tammy Flute.

Requirement: Training must be completed by every employee that has child nutrition duties.

Finding: Not all employees that perform duties for the child nutrition program have completed the required training. The teachers serving meals to the Alt. Ed. students have not completed civil rights training, offer vs serve training, and meal counting and claiming training.

Corrective Action Required: All employees that serve meals to the Alt. Ed. Students must complete the required trainings and e-mail the certificates to Regional Child Nutrition Specialist, Tammy Flute.