

**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: _____

After School Snack Program – Monitoring – 7 CFR 210.9(c)(7) & Meal Patterns – 7 CFR 210.10(o)

Requirement: #1700 Areas identified requiring technical assistance or corrective action.

Finding: Quantity of vegetables/fruits and grains requirements are insufficient to meet meal pattern. Technical assistance was provided on meal pattern quantity needed for all components.

Corrective Action: Ensure sufficient quantities are served. Submit Menus as Served Records for weeks of February 14-18 and February 22-25 to OSDE Program Specialist.

Requirement: #6b Review production records for a minimum of 5 days from the review period and reflect that the planned portion sizes meet the meal pattern component requirements.

Findings: Vegetable/fruit components (baby carrots) on 12/8; (applesauce) on 12/14; and grain (frosted toaster pastry) on 12/14 were all short on quantity. Technical assistance has been provided in regards to meal pattern and Grain Chart Exhibit A.

Corrective Action: Ensure sufficient quantities are served. Submit Menus as Served Records for weeks of February 14-18 and February 22-25 to OSDE Program Specialist.

Revenue from Nonprogram Foods – 7 CFR 210.14(f)

Requirement #6-11: 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 and expenditures recorded for adult meals and ala carte, but the SFA does not have a process to accurately track and code for non-program revenue and expenditures. Student lunches were recorded for last year, but students were not paying for meals due to COVID. Due to accounts being pre-paid, some ala carte revenue or adult revenue was coded to student lunches. There is not a method being used to calculate compliance with the revenue and expenditures from nonprogram food requirements. Technical assistance on the non-program revenue/expenditure cost ratio has been provided and will continue to assist in this particular area to ensure compliance.

Corrective Action Required: SFA must submit a plan of procedure on pre-paid accounts for tracking ala carte, adult meals, contract, and student meals separately.

Woodward Public Schools
77-I001
Attachment 1
Quantity Issues

Date	Component	
12/1	Veg, Meat	Insufficient Beans Prepared (147); CN not available for Ham
12/2	Fruit	Insufficient amount prepared
12/3	Meat	Insufficient Quesadilla Prepared; Insufficient crackers for 2 nd entrée; Not WG
12/7	Grain	Insufficient crackers for 2 nd entrée; Not WG
12/9	Meat	Insufficient meat; CN not available for Cheese Sauce
12/10	Meat	CN not available for Ham
12/13	Meat	CN not available for Ham
12/14	Veg	Insufficient broccoli prepared (118)
12/20	Grain	Insufficient crackers for 2 nd entrée; Not WG
12/21	Meat	CN not available for Ham