

**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 (SSFP): \_\_\_\_\_

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			
		<b>A. Program Access and Reimbursement</b>			
		YES	NO		
				Certification and Benefit Issuance	
				Verification	
		Meal Counting and Claiming			

Finding(s) Details:

YES	NO	REVIEW FINDINGS			
		<b>B. Meal Patterns and Nutritional Quality</b>			
		YES	NO		
				Meal Components and Quantities	
				Offer versus Serve	
				Dietary Specifications and Nutrient Analysis	

Finding(s) Details:

YES	NO	REVIEW FINDINGS		
<input checked="" type="radio"/>	<input type="radio"/>	<b>B. Meal Patterns and Nutritional Quality</b>		
		YES	NO	
		<input checked="" type="radio"/>	<input type="radio"/>	Meal Components and Quantities
		<input type="radio"/>	<input checked="" type="radio"/>	Offer versus Serve
<input type="radio"/>	<input checked="" type="radio"/>	Dietary Specifications and Nutrient Analysis		

Finding(s) Details:

**Meal Components and Quantities—7 CFR 210.10 and 7 CFR 220.8 (continued)**

Findings: Planned menu quantities could not be determined to meet meal pattern requirements for the review period. Some combination food items served did not contain a CN label or a valid Product Formulation Statement or could not be obtained. Granola bars, cinnamon roll, and nutrition bars did not meet the crediting information on recipe and/or food production records. Bread slices did not match the crediting information provided on recipes and Meal Contribution Reports. Bread, slice does not meet the 1 ounce equivalent requirement, it only contained 0.9 oz. which is 0.75 oz. eq. (EXHIBIT A: GRAIN REQUIREMENT FOR CHILD NUTRITION PROGRAM, Group B, 1 oz. eq. = 28 gm or 1.0 oz.)]. Although the sandwiches served for K-8 grade group was credited as 2 oz. eq., but only met 1.5 oz. eq. credit; only requires 1 ounce equivalent daily, it could not be determined if the weekly requirement was met. The CN Label or Product Formulation Statement is required for combination food items not listed in the Food Buying Guide to show how the products contribute toward meal pattern requirements. Technical assistance was provided for ensuring food items are creditable through CN labels, product formulation statements, calculating the whole grain-rich ounce equivalency, and keeping CN labels or valid product formulation statements to ensure compliance. This is not a repeat violation therefore there is not fiscal action.

Corrective Action Required: The SFA will provide supporting documentation for ensuring creditable food items have been used to meet the Meal Pattern Requirements. Send copies of one week breakfast and lunch Food Production Records, copies of CN labels, valid Product Formulation Statement, nutrition facts labels, recipes and any other documentation for meal contributions for food items used for the week. Supporting Documentation: Menus, production records, USDA Foods Information Sheets, Nutrition Facts Labels, How the products contribute toward meal pattern requirements and related materials (e.g., CN Labels or product formulation statements, standardized recipes) for each school week.

YES	NO	REVIEW FINDINGS			
		<b>C. School Nutrition Environment</b>			
		YES	NO		
				Food Safety	
				Local School Wellness Policy	
				Competitive Foods	
		Other			

Finding(s) Details:

		<b>D. Civil Rights</b>
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Finding(s) Details:

**Comments/Recommendations:**

**CORRECTIVE ACTION REQUIRED TO BE COMPLETED BY (§210.68[k]):** \_\_\_\_\_

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

\_\_\_\_\_ **(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: \_\_\_\_\_

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: \_\_\_\_\_