

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: AR School for the Deaf

Date of Administrative Review (Entrance Conference Date): January 7, 2019

Date review results were provided to the School Food Authority: January 22, 2019

General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in? (Select all that apply)
 - School Breakfast Program
 - National School Lunch Program
 - Fresh Fruit and Vegetable Program
 - Afterschool Snack
 - Seamless Summer Option
2. Does the School Food Authority operate under any Special Provisions? (Select all that apply)
 - Community Eligibility Provision
 - Special Provision 2

Review Findings

3. Were any findings identified during the review of this School Food Authority?
 - Yes
 - No

REVIEW FINDINGS				
A. Meal Access and Reimbursement – Performance Standard 1				
YES	NO		Technical Assistance	Corrective Action
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certification and Benefit Issuance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Counting and Claiming	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Charge Policy and Unpaid Meal Procedures	<input type="checkbox"/>	<input type="checkbox"/>
Findings:				
1) Of the 85 student eligibility source documents reviewed there were seventeen (17) applications missing the last four digits of the social security number. 2) High probability and low probability labeled students on the Direct Certification list are not being entered into the Direct Certification portal for confirmation. 3) Two (2) students were approved for free price eligibility but was listed as paid on the districts eSchool roster. 4) The verification process was not completed by the federally mandated November 15 deadline. Final verification letters were mailed on December 3, 2018. As a result, the district will be placed on the "Standard Sample" list for verification in the 2019- 20 school year. Please see Section 6: Verification of the Eligibility Manual for School Meals regarding Standard Sample verification requirements.				
B. Meal Patterns and Nutritional Quality				
YES	NO		Technical Assistance	Corrective Action
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Offer versus Serve	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dietary Specifications and Nutrient Analysis	<input type="checkbox"/>	<input type="checkbox"/>
Findings:				
1) The completion of the certification tool for the menu section of the review revealed: <ol style="list-style-type: none"> a. Four days of breakfast meals did not meet the federal meal pattern requirements for the grain contribution requirement. b. Based on production record documentation, there were a total of eight (8) meal options offered the entire week for lunch. One (1) out of the eight (8) meal options did not have information present to credit towards the meal pattern for the meat/meat alternate requirement. c. Five (5) out of the eight (8) meal options did not have information present to credit towards the meal pattern for the grain requirement. 				

- d. Two (2) days of lunch meals did not meet the federal meal pattern requirements for the fruit contribution requirement. Based on production record documentation, no fruit was served on Tuesday or Thursday.
 - e. Three (3) days of lunch meals did not meet the federal **9-12** meal pattern requirement for the vegetable contribution. Two (2) days of lunch meals did not meet the federal **K-8** meal pattern requirement for the vegetable contribution. A salad bar was observed during the week of review, however there is no documentation of a salad bar being served on the production records or a separate record to confirm what items are offered to the students each day.
- 2) It is undetermined if the Child and Adult Care Food Program (CACFP) meal pattern is being followed. Preschool production records were not accurately completed in accordance with 7 CFR 210.10 (a)(3) Production and menu records.

C. General Program Areas

YES	NO		Technical Assistance	Corrective Action
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Resource Management	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Civil Rights	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SFA On-Site Monitoring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Smart Snacks in Schools	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Professional Standards	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Water	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Safety, Storage, and Buy American	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reporting and Record Keeping	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	School Breakfast Program and Summer Meals Outreach	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	After School Snack	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Seamless Summer	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fresh Fruit and vegetable Program	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>

Findings:

- 1) At the time of the review the 2018-19 On-Site Review had not been completed, as the deadline is not until February 1, 2019. However, the On-Site Review for the previous school year was not completed or available for review.
- 2) The district has a current Wellness Policy, however it has not been updated with the final requirements.
- 3) The Wellness Committee has not met during the 2018-19 school year.
- 4) Foods must be labeled and dated in storage (dry storage, coolers, and freezers) to ensure adherence to food safety standards in Arkansas State Board of Health Food Code 3-501.17.
- 5) Thermometer calibration records were not available for observation at the time of review.
- 6) On the day of breakfast observation, the proper procedure to ensure time and temperature food safety was not being followed specifically regarding the preschool meals.
- 7) Buy American justification forms were not accurately completed in accordance with 7 CFR 210.21(d) Procurement regulations.
- 8) Documentation of Summer Feeding outreach was not available at the time of review.