

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Alma School District

**Date of Administrative Review (Entrance Conference Date):** January 8, 2018

**Date review results were provided to the School Food Authority:** February 6, 2018

### 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

If yes, please indicate the areas and what issues were identified in the table below.

YES	NO	REVIEW FINDINGS															
X		<b>A. Program Access and Reimbursement</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">YES</th> <th style="width: 10%;">NO</th> <th style="width: 80%;">FINDING</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">X</td> <td></td> <td>Certification and Benefit Issuance</td> </tr> <tr> <td></td> <td style="text-align: center;">X</td> <td>Verification</td> </tr> <tr> <td></td> <td style="text-align: center;">X</td> <td>Meal Counting and Claiming</td> </tr> <tr> <td></td> <td style="text-align: center;">X</td> <td>Charge Policy and Unpaid Meal Procedures</td> </tr> </tbody> </table> <p>Finding(s) Details:            1) Of the 475 source documents reviewed, four household applications for free and reduced price school meals were determined incorrectly. There were three students determined to be free and should have been reduced and one student that was determined reduced and should have been free. Technical assistance was provided and correction was made at the time of the review. The households were notified by phone and by letter stating the student's meal status will be changed in 10 days.             2) The districts website provides a Free and Reduced Web-Based application. The district has not followed the appropriate steps found in Memo <b>CNU-17-048</b>.            Corrective Action: Until State Agency approval the web-based application <b>MUST</b> be removed from the district website.</p>	YES	NO	FINDING	X		Certification and Benefit Issuance		X	Verification		X	Meal Counting and Claiming		X	Charge Policy and Unpaid Meal Procedures
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X		<b>B. Meal Patterns and Nutritional Quality</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">YES</th> <th style="width: 10%;">NO</th> <th style="width: 80%;">FINDING</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">X</td> <td></td> <td>Meal Components and Quantities</td> </tr> <tr> <td style="text-align: center;">X</td> <td></td> <td>Offer versus Serve</td> </tr> <tr> <td></td> <td style="text-align: center;">X</td> <td>Dietary Specifications and Nutrient Analysis</td> </tr> </tbody> </table> <p>Finding(s) Details:            1) The completion of the certification tool for the menu section of the review week, October 2-6, revealed: 1) four (4) lunch meals planned and served to students did not meet meal pattern for the grain contribution requirement. See 7 CFR 210.10 (c)</p>	YES	NO	FINDING	X		Meal Components and Quantities	X		Offer versus Serve		X	Dietary Specifications and Nutrient Analysis			
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		<p>(2)(iv) <i>Grains component. (A) Enriched and whole grains.</i> All grains must be made with enriched and whole grain meal or flour, in accordance with the most recent grains FNS guidance. Whole grain-rich products must contain at least 50 percent whole grains and the remaining grains in the product must be enriched.</p> <p>2) Federal regulation requires that signage or other methods are used to assist students in identifying reimbursable meals at or near the beginning of the serving line. See 7 CFR 210.18(B)(1). Offer versus Serve signage for Breakfast and Lunch was not present at the high school during the time of the review.</p>																																										
X		<p><b>C. School Nutrition Environment</b></p> <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>X</td> <td>SFA On-Site Monitoring</td> </tr> <tr> <td>X</td> <td></td> <td>Local School Wellness Policy</td> </tr> <tr> <td></td> <td>X</td> <td>School Meal Environment</td> </tr> <tr> <td></td> <td>X</td> <td>Competitive Foods</td> </tr> <tr> <td>X</td> <td></td> <td>Smart Snacks in Schools</td> </tr> <tr> <td></td> <td>X</td> <td>Professional Standards</td> </tr> <tr> <td></td> <td>X</td> <td>Water</td> </tr> <tr> <td></td> <td>X</td> <td>Food Safety</td> </tr> <tr> <td></td> <td>X</td> <td>Storage</td> </tr> <tr> <td>X</td> <td></td> <td>Buy American</td> </tr> <tr> <td></td> <td>X</td> <td>Reporting and Record Keeping</td> </tr> <tr> <td></td> <td>X</td> <td>School Breakfast Program and Summer Meals Outreach</td> </tr> <tr> <td></td> <td>X</td> <td>Other</td> </tr> </tbody> </table> <p>Finding(s) Details:</p> <p>1) The wellness policy and information informing households about wellness committee meetings are not published on the district website.</p> <p>2) Based on observation at the time of the review some items that were offered and sold to students as a la carte were not compliant with Smart Snack and Arkansas Nutrition Standard regulations. The school district did not have documentation required to ensure all items sold to students were in compliance as discussed in <b>Commissioner’s Memo CNU-16-044</b></p> <p>3) Food items purchased with Child Nutrition funds, as well as USDA Foods (Commodities), must meet Buy American requirements as outlined in <b>Commissioner’s Memo CNU-18-009</b>. Non-domestic products (pineapple, olives and bananas) were found in the site storeroom without a completed Justification form on file. The Buy American Justification form, an attachment to the mentioned Commissioner’s Memo, must be completed for each non-domestic food item purchased with child nutrition funds.</p>	YES	NO			X	SFA On-Site Monitoring	X		Local School Wellness Policy		X	School Meal Environment		X	Competitive Foods	X		Smart Snacks in Schools		X	Professional Standards		X	Water		X	Food Safety		X	Storage	X		Buy American		X	Reporting and Record Keeping		X	School Breakfast Program and Summer Meals Outreach		X	Other
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X		<p><b>D. Civil Rights</b></p> <p>Finding(s) Details:</p> <p>The USDA Non-discrimination statement was not on school district website as required. Please see <b>Commissioner’s Memo CNU-16-019: Revised Nondiscrimination Statement and Required Posting Information and Deadlines.</b></p>																																										
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