

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Bald Knob School District

**Date of Administrative Review (Entrance Conference Date):** December 4, 2017

**Date review results were provided to the School Food Authority:** January 2, 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	<input type="checkbox"/>	<b>A. Program Access and Reimbursement</b>		
		<b>YES</b>	<b>NO</b>	
		<input type="checkbox"/>	X	Certification and Benefit Issuance
		<input type="checkbox"/>	X	Verification
		<input type="checkbox"/>	X	Meal Counting and Claiming
		<input type="checkbox"/>	X	Charge Policy and Unpaid Meal Procedures
		Finding(s) Details:		
X	<input type="checkbox"/>	<b>B. Meal Patterns and Nutritional Quality</b>		
		<b>YES</b>	<b>NO</b>	
		X	<input type="checkbox"/>	Meal Components and Quantities
		X	<input type="checkbox"/>	Offer versus Serve
		<input type="checkbox"/>	X	Dietary Specifications and Nutrient Analysis
		Finding(s) Details:		
		1) Two breakfast meals planned and served to students during the review month did not meet meal pattern for the grain contribution requirement and the weekly lunch menu did not contain sufficient quantities of: vegetables to meet the requirements for all of the vegetable subgroups, meat/meat alternate minimum requirements, and the minimum fruit requirements. 2) Production records were not accurately completed in accordance with 7 CFR 210.10 (a)(3). 3) Breakfast observation confirmed no one was checking trays after the students left the line to confirm that the counted student had a reimbursable meal. 4) Federal regulation requires that signage or other methods are used to assist students in identifying reimbursable meals. This signage was not present at time of review		
X	<input type="checkbox"/>	<b>C. School Nutrition Environment</b>		
		<b>YES</b>	<b>NO</b>	

		<input checked="" type="checkbox"/>	<input type="checkbox"/>	SFA On-Site Monitoring
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local School Wellness Policy
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	School Meal Environment
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Competitive Foods
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Smart Snacks in Schools
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Professional Standards
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Water
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Safety
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Storage
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Buy American
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reporting and Record Keeping
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	School Breakfast Program and Summer Meals Outreach
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other
		<p>Finding(s) Details:</p> <p>1) The SY 17-18 and SY 2016-17 On-Site Review form for breakfast and lunch, was not completed or available for review.</p> <p>2) Based on observation at the time of the review there were two vending machines in the high school with a variety of drink and food options that did not have documentation required to ensure all items sold or provided to students meet the Smart Snack requirements and Arkansas Nutrition Standards.</p> <p>3) Time certification documentation for non-nutrition staff was not available for review.</p> <p>4) The Hazard Analysis Critical Control Points (HACCP) also called the food safety plan or Standard Operating Procedures, was outdated and must be updated to reflect accurate procedures.</p> <p>5) Temperature logs for the dry storage were not available for review.</p> <p>6) Thermometer temperature checks/calibration records were not available for review.</p>		
<input type="checkbox"/>	X	<b>D. Civil Rights</b>		
		Finding(s) Details:		
<input type="checkbox"/>	X	<b>E. Other</b>		
		Finding(s) Details:		