

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Bald Knob School District

Date of Administrative Review (Entrance Conference Date): January 28, 2020

Date review results were provided to the School Food Authority: February 5, 2020

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
✓		Certification and Benefit Issuance	✓	✓
	✓	Verification		
	✓	Meal Counting and Claiming		
	✓	Charge Policy and Unpaid Meal Procedures		
<p>Findings:</p> <p>1) Out of the 714 student eligibility source documents, there were three (3) applications that were not signed by the household. At the time of review, the Determining Official was able to obtain the missing signatures.</p> <p>Out of the 714 student eligibility source documents, there were four (4) applications that had missing or inconsistent household sizes. At the time of review, the Determining Official verified the correct household members for the applications to be complete.</p> <p>Out of the 714 student eligibility source documents, there were six (6) applications that were missing the last four of the applicant's social security number. At the time of review, the Determining Official obtained the missing last four of the social security numbers.</p> <p>Out of the 714 student eligibility source documents, nine (9) applications had the incorrect eligibility status. Five (5) applications were reduced based on income but showed free on the roster, one (1) application was denied but showed free on the roster, and three (3) students showed to be Direct Certification students but were listed as no match. Eligibility statuses were corrected and corresponding eligibility letters were drafted and mailed at the time of the review.</p> <p>2) According to the <i>Eligibility Manual for School Meals Determining and Verifying Eligibility</i>, Categorically eligible lists (migrant, homeless, foster children, Head Start, Even Start) must be signed and dated by the appropriate liaison as changes are made, however, at the time of the review, the homeless list was not signed and dated.</p>				
B. Meal Patterns and Nutritional Quality				
YES	NO		Technical Assistance	Corrective Action
	✓	Meal Components and Quantities		
	✓	Offer versus Serve		

	✓	Dietary Specifications and Nutrient Analysis		
C. General Program Areas				
YES	NO		Technical Assistance	Corrective Action
	✓	Resource Management		
	✓	Civil Rights		
	✓	SFA On-Site Monitoring		
	✓	Local School Wellness Policy		
	✓	Smart Snacks in Schools		
	✓	Professional Standards		
	✓	Water		
✓		Food Safety, Storage, and Buy American	✓	✓
	✓	Reporting and Record Keeping		
	✓	School Breakfast Program and Summer Meals Outreach		
	✓	After School Snack		
	✓	Seamless Summer		
	✓	Fresh Fruit and vegetable Program		
	✓	Other:		

Findings:

- 1) All schools must adhere to food and safety standards in the Arkansas State Board of Health Food Code.
3-501.17 Ready-to-Eat, Potentially Hazardous Food, (Time/Temperature Control for Safety Food) Date Marking. When received, all foods should be dated to ensure proper use and safety of food supply (FIFO -first in first out inventory procedures). This was a common observation in the dry storage, freezers, and refrigerators. The cooler was observed to have temperature logs that ranged from 33-38 degrees and the freezer was observed to have temperature logs that were up to 18 degrees. At the time of the review, the Child Nutrition Director had the maintenance worker place another thermometer in the back of both the freezer and refrigerator to keep a watch on the fluctuating temperatures.
- 2) Buy American justification forms were not available at the time of review 7 CFR 210.21(d).