

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** BARTON-LEXA SCHOOL DISTRICT

**Date of Administrative Review (Entrance Conference Date):** April 18, 2017

**Date review results were provided to the School Food Authority:** May 16, 2017

### 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		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>A. Program Access and Reimbursement</b>		
		<b>YES</b>	<b>NO</b>	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Certification and Benefit Issuance
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verification
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Counting and Claiming
		Finding(s) Details:		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>B. Meal Patterns and Nutritional Quality</b>		
		<b>YES</b>	<b>NO</b>	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Offer versus Serve
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dietary Specifications and Nutrient Analysis
		Finding(s) Details:		
		1) Production Records were lacking; technical assistance was provided with records completed before the end of the review		
<input checked="" type="checkbox"/>	<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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	Smart Snacks in Schools
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Professional Standards
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Water
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Food Safety

		<input type="checkbox"/>	X	Storage
		X	<input type="checkbox"/>	Buy American
		X	<input type="checkbox"/>	Reporting and Record Keeping
		<input type="checkbox"/>	X	School Breakfast Program and Summer Meals Outreach
		<input type="checkbox"/>	X	Other
		<p>Finding(s) Details:</p> <p>1)Front page of On-site review was not completed; corrected prior to end of review</p> <p>2)Wellness Committee discussed 9 Special Days per minutes, but not entered into the eSchool calendar</p> <p>3) Employee training was done with files of agenda &amp; sign-in sheets. There was no evidence of tracking record for employee training hours.</p> <p>4) Four products found in district that were non-domestic without Justification Forms. Some were DoD produce items.</p> <p>5)There was no evidence of tracking non-program food cost/revenue. Revenue can be tracked through processes, but non-program cost is not.</p>		
<input type="checkbox"/>	X	<b>D. Civil Rights</b>		
		Finding(s) Details:		
<input type="checkbox"/>	X	<b>E. Other</b>		
		Finding(s) Details:		