

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Bauxite School District

**Date of Administrative Review (Entrance Conference Date):** January 29, 2018

**Date review results were provided to the School Food Authority:** February 12, 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> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <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;"><input type="checkbox"/></td> <td style="text-align: center;">X</td> <td>Certification and Benefit Issuance</td> </tr> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Verification</td> </tr> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Meal Counting and Claiming</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">X</td> <td>Charge Policy and Unpaid Meal Procedures</td> </tr> </tbody> </table> <p>Finding(s) Details:</p> <ol style="list-style-type: none"> <li>1) The verification process was not completed by the November 15 federally mandated deadline.</li> <li>2) All documentation of contact with households regarding verification activities was not retained by the district.</li> <li>3) The district did not provide 10 days advance notification to households that are to receive a reduction or termination of benefits [7 CFR 245.6a(j)].</li> <li>4) The district did not make the increased benefits available immediately when verification resulted in increased benefits [7 CFR 245.6a(e)(1)(i)(A-C)].</li> <li>5) Applications selected for verification that resulted in a change of the students' eligibility status were not changed in the Point of Service system by the required timeframe</li> <li>6) Upon review between the October 2017 Claim for Reimbursement and the Daily Records submitted for the Administrative Review discrepancies were found due to new students not being added to eSchool in a timely manner allowing for accurate meal counts.</li> </ol>	YES	NO	FINDING	<input type="checkbox"/>	X	Certification and Benefit Issuance	X	<input type="checkbox"/>	Verification	X	<input type="checkbox"/>	Meal Counting and Claiming	<input type="checkbox"/>	X	Charge Policy and Unpaid Meal Procedures
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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
		<input type="checkbox"/>	X	Offer versus Serve
		<input type="checkbox"/>	X	Dietary Specifications and Nutrient Analysis
Finding(s) Details: 1) Based on observation, meal pattern is being met however the standardized recipes the district is using are outdated and do not include accurate meal pattern crediting information. 2) Production records were not completed correctly in accordance with 7 CFR 210.10 (a)(3)				
X	<input type="checkbox"/>	<b>C. School Nutrition Environment</b>		
		<b>YES</b>	<b>NO</b>	
		<input type="checkbox"/>	X	SFA On-Site Monitoring
		<input type="checkbox"/>	X	Local School Wellness Policy
		<input type="checkbox"/>	X	School Meal Environment
		<input type="checkbox"/>	X	Competitive Foods
		X	<input type="checkbox"/>	Smart Snacks in Schools
		<input type="checkbox"/>	X	Professional Standards
		<input type="checkbox"/>	X	Water
		X	<input type="checkbox"/>	Food Safety
		<input type="checkbox"/>	X	Storage
		<input type="checkbox"/>	X	Buy American
		<input type="checkbox"/>	X	Reporting and Record Keeping
		<input type="checkbox"/>	X	School Breakfast Program and Summer Meals Outreach
		<input type="checkbox"/>	<input type="checkbox"/>	Other
Finding(s) Details: 1 ) Based on observation at the time of the review there were two vending machines available to students outside the high school with a variety of drink options. The school district did not have documentation required to ensure all items sold to students meet the Smart Snack and Arkansas Nutrition Standard requirements 2 ) At the time of review, half of a box containing several cartons of 1% white milk was observed to have no date stamp. 3) Thermometer temperature checks/calibration records were not available for review.				
<input type="checkbox"/>	X	<b>D. Civil Rights</b>		
Finding(s) Details:				
X	<input type="checkbox"/>	<b>E. Other</b>		
Finding(s) Details: 1 )Documentation detailing how the SFA accounts for and separates its program food revenues from its non-program food revenues was not available at the time of review. 2) Documentation detailing how the SFA has determined it is in compliance with the non-program foods revenue requirements– tracking cost and revenue details is not sufficient under 7 CFR 210.14(f)				