

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Blevins School District

Date of Administrative Review (Entrance Conference Date): December 11, 2018

Date review results were provided to the School Food Authority: December 19, 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

REVIEW FINDINGS				
A. Meal Access and Reimbursement – Performance Standard 1				
YES	NO		Technical Assistance	Corrective Action
✓	<input type="checkbox"/>	Certification and Benefit Issuance	✓	<input type="checkbox"/>
✓	<input type="checkbox"/>	Verification	✓	<input type="checkbox"/>
<input type="checkbox"/>	✓	Meal Counting and Claiming	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	✓	Charge Policy and Unpaid Meal Procedures	<input type="checkbox"/>	<input type="checkbox"/>
Findings:				
1) During the review 271 source documents were reviewed; one (1) household application was determined incorrectly. That one household was determined free and should have been reduced based on income.				
2) A review of the 2018-2019 verification file indicated verification errors. According to the <i>Eligibility Manual for School Meals</i> , to establish income eligibility for a household, determining officials must compare the household size and the total household gross income. The verification process includes a confirmation of the income eligibility submitted by the household. There were two (2) applications out of seven (7) that were verified incorrectly because net income was used instead of gross. One was verified as free but should be reduced and the other was verified as reduced but should be paid.				
B. Meal Patterns and Nutritional Quality				
YES	NO		Technical Assistance	Corrective Action
✓	<input type="checkbox"/>	Meal Components and Quantities	✓	✓
<input type="checkbox"/>	✓	Offer versus Serve	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	✓	Dietary Specifications and Nutrient Analysis	<input type="checkbox"/>	<input type="checkbox"/>
Findings:				
1) Based on observation, meal pattern is being met; however, some computer software recipes do not match with the actual products being purchased and made. Therefore, the recipes are not accurately crediting towards the meal pattern. This is causing production records to be inaccurately completed.				
C. General Program Areas				
YES	NO		Technical Assistance	Corrective Action
<input type="checkbox"/>	✓	Resource Management	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Civil Rights	<input type="checkbox"/>	<input type="checkbox"/>
✓	<input type="checkbox"/>	SFA On-Site Monitoring	✓	✓

<input type="checkbox"/>	✓	Local School Wellness Policy	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	✓	Smart Snacks in Schools	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	✓	Professional Standards	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	✓	Water	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	✓	Food Safety, Storage, and Buy American	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	✓	Reporting and Record Keeping	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	✓	School Breakfast Program and Summer Meals Outreach	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	✓	After School Snack	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	✓	Seamless Summer	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	✓	Fresh Fruit and vegetable Program	<input type="checkbox"/>	<input type="checkbox"/>

Findings:

- 1) At the time of the review, the 2017-2018 On-Site Review could not be located.