

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Bradford

Date of Administrative Review (Entrance Conference Date): December 4, 2019

Date review results were provided to the School Food Authority: December 16, 2019

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		
Findings:				
1. 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, migrant, and foster lists were not signed and dated. The Administrative Assistance obtained the signatures from the appropriate liaisons at the time of the review, therefore no further action is required.				
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. In accordance with 7 CFR 210.8(a)(1) every school year, each School Food Authority (SFA) with more than one school shall perform no less than one on-site review of the counting and claiming system and the readily observation general areas of review. The front data/information page of the required On-Site Review Form was not completed as well as other various questions throughout the form. The form was completed at the time of the review.
2. In accordance with 2 CFR 200.430, charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. Time Certification documentation is not being retained for any Child Nutrition employees.
3. 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. At the time of the review, the milk cooler was observed to have newer dated milk on top of older dated milk.
When received, all foods should be dated to ensure proper use and safety of food supply (FIFO - first in first out inventory procedures). Also, Temperature logs for the dry storage are not being kept.
4. In accordance with 7 CFR 210.12(d)(2) SFAs must cooperate with Summer Food Service Program sponsors to distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session .Documentation of Summer Feeding Outreach was not available at the time of review.