

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Brinkley

Date of Administrative Review (Entrance Conference Date): March 11, 2020

Date review results were provided to the School Food Authority: May 01, 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		
Findings:				
1) Point of Sale system had duplicate entries of students. 2) The Edit Check 2 was not being done manually nor was one pulled from the eTrition system. Additionally, doubled student names in the POS system would make that report invalid				
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) During meal observations, district staff (aides) assisted with the end of the serving line fruit & vegetable salad bar to ensure a reimbursable tray. These individuals had not received any training per interview and documentation.				