

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Caddo Hills School District

Date of Administrative Review (Entrance Conference Date): February 12, 2018

Date review results were provided to the School Food Authority: February 20, 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	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A. Program Access and Reimbursement	
		YES	NO
		<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	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Charge Policy and Unpaid Meal Procedures	
		Finding(s) Details: N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	B. Meal Patterns and Nutritional Quality	
		YES	NO
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Meal Components and Quantities	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Offer versus Serve	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Dietary Specifications and Nutrient Analysis	
		Finding(s) Details:	
		1) While meal pattern was being met for elementary, the production records were not completed correctly in accordance with 7 CFR 210.10 (a)(3) <i>Production and menu records</i> . Schools or school food authorities, as applicable, must keep production and menu records for the meals they produce. These records must show how the meals offered contribute to the required food components and food quantities for each age/grade group every day. Recipes were incorrectly calculated in the contribution to the meal pattern. Some items were not credited correctly according to the CN label and/or grain chart.	

		2) Offer vs Serve (OVS) was not being implemented correctly. OVS is a concept that applies to menu planning and the meal service. OVS allows students to decline some of the food offered in a reimbursable lunch or breakfast. The goals of OVS are to reduce food waste and to permit students to choose the foods they want to eat. The students in High School were being served items that were not eaten and thrown in the trash. If the items are already on the student's tray and the student does not have a method to decline the food item, OVS is not implemented correctly.																																										
✓	□	C. School Nutrition Environment <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>✓</td> <td>SFA On-Site Monitoring</td> </tr> <tr> <td><input type="checkbox"/></td> <td>✓</td> <td>Local School Wellness Policy</td> </tr> <tr> <td><input type="checkbox"/></td> <td>✓</td> <td>School Meal Environment</td> </tr> <tr> <td><input type="checkbox"/></td> <td>✓</td> <td>Competitive Foods</td> </tr> <tr> <td>✓</td> <td><input type="checkbox"/></td> <td>Smart Snacks in Schools</td> </tr> <tr> <td><input type="checkbox"/></td> <td>✓</td> <td>Professional Standards</td> </tr> <tr> <td><input type="checkbox"/></td> <td>✓</td> <td>Water</td> </tr> <tr> <td><input type="checkbox"/></td> <td>✓</td> <td>Food Safety</td> </tr> <tr> <td><input type="checkbox"/></td> <td>✓</td> <td>Storage</td> </tr> <tr> <td><input type="checkbox"/></td> <td>✓</td> <td>Buy American</td> </tr> <tr> <td><input type="checkbox"/></td> <td>✓</td> <td>Reporting and Record Keeping</td> </tr> <tr> <td><input type="checkbox"/></td> <td>✓</td> <td>School Breakfast Program and Summer Meals Outreach</td> </tr> <tr> <td><input type="checkbox"/></td> <td>✓</td> <td>Other</td> </tr> </tbody> </table> <p>Finding(s) Details: There were items sold a la carte which were not compliant with the Arkansas Nutrition Standards. The school district is required to meet all smart snack and Arkansas Nutrition Standards regulations for foods and beverages sold or provided to students outside the reimbursable meal. Documentation is required for these items to ensure compliance with Smart Snack and Arkansas Nutrition Standards requirements.</p>	YES	NO		<input type="checkbox"/>	✓	SFA On-Site Monitoring	<input type="checkbox"/>	✓	Local School Wellness Policy	<input type="checkbox"/>	✓	School Meal Environment	<input type="checkbox"/>	✓	Competitive Foods	✓	<input type="checkbox"/>	Smart Snacks in Schools	<input type="checkbox"/>	✓	Professional Standards	<input type="checkbox"/>	✓	Water	<input type="checkbox"/>	✓	Food Safety	<input type="checkbox"/>	✓	Storage	<input type="checkbox"/>	✓	Buy American	<input type="checkbox"/>	✓	Reporting and Record Keeping	<input type="checkbox"/>	✓	School Breakfast Program and Summer Meals Outreach	<input type="checkbox"/>	✓	Other
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