

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Camden-Fairview School District

Date of Administrative Review (Entrance Conference Date): November 27, 2018

Date review results were provided to the School Food Authority: December 6, 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 checked="" type="checkbox"/> | <input type="checkbox"/> | Certification and Benefit Issuance | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Verification | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Meal Counting and Claiming | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Charge Policy and Unpaid Meal Procedures | <input type="checkbox"/> | <input type="checkbox"/> |
| Findings: | | | | |
| 1) Of the 525 student eligibility source documents reviewed there were five (5) applications missing the guardian's social security number, one (1) application missing an adult signature and the determining official's signature and date, and three (3) applications determined incorrectly. In order for applications to be considered complete, all information must be filled out and meal status must be determined correctly. | | | | |
| 2) A review of the 2018-2019 verification file indicated verification errors. There were six (6) applications that had verification errors. When completing verification, for every income frequencies checked on the application, a source of information must be received. Of the six (6) applications, five (5) did not contain sufficient pay information documentation. | | | | |
| 3) Reviewing and comparing the school district's October claim to the daily records from October, showed that sixty (60) free meal status students were not counted on the claim. Also, the preschool student count were not added to the claim. The claim must be revised and sent to Sheila Chastain to re-enter the correct amounts. | | | | |
| B. Meal Patterns and Nutritional Quality | | | | |
| YES | NO | | Technical Assistance | Corrective Action |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Meal Components and Quantities | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Offer versus Serve | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Dietary Specifications and Nutrient Analysis | <input type="checkbox"/> | <input type="checkbox"/> |
| C. General Program Areas | | | | |
| YES | NO | | Technical Assistance | Corrective Action |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Resource Management | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Civil Rights | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | SFA On-Site Monitoring | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Local School Wellness Policy | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

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

Findings:

- 1) A review of wellness information indicated that the School Health Index (SHI) and district priority were not completed for the 2018-2019 school year. SHI and district priorities are required to be completed each year by the end of October.