

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Cleveland County School District

**Date of Administrative Review (Entrance Conference Date):** January 30, 2017

**Date review results were provided to the School Food Authority:** March 9, 2017

### 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		
X	<input type="checkbox"/>	<b>A. Program Access and Reimbursement</b>		
		<b>YES</b>	<b>NO</b>	
		X	<input type="checkbox"/>	Certification and Benefit Issuance
		X	<input type="checkbox"/>	Verification
		X	<input type="checkbox"/>	Meal Counting and Claiming
		Finding(s) Details:		
		1) Source documents of free and reduced price eligibility status were reviewed for 295 eligible students. This source document review included 89 free and reduced price meal applications. There were 18 errors on the 89 reviewed applications. 2) A new direct certification match was available on January 18 <sup>th</sup> , however at the time of the review this list had not been downloaded by the determining official. 3) Other categorically eligible lists (migrant, homeless, foster children, Head Start, Even Start) must be signed and dated by the appropriate liaison. The lists were pulled from eSchool enrollment records; however, these categorically eligible lists must to be signed and dated by the appropriate liaisons (homeless liaison, foster liaison, etc.). 4) On the Free and Reduced Price Meal Application distributed to the households, Question #5 told households they could apply for meal benefits online by going through the United States Department of Agriculture (USDA) website. There is not a method for households to apply online through USDA. 5) Based on a review of applications chosen to be verified, it was determined that the applications chosen did not all meet the "error prone" designation as required for Standard Sample verification method.		

		<p>6) All applications pulled to be verified must be confirmed to have been accurately determined prior to letters being sent to households. The confirmation reviews did not take place until after the verification process was completed.</p> <p>7) Documentation of contact with households regarding verification activities were not retained by the district and therefore not available for review. This includes initial letters sent to households announcing the application was chosen for verification, second contact attempt information for households that failed to respond, letters of benefit status after verification was completed, etc.</p> <p>8) Five (5) applications were chosen to be verified and only one (1) household responded by returning payroll documentation. Students on the other applications should have had their free or reduced price benefits changed to paid meal benefits based on non-response to verification by no later than November 15, 2016. At the time of the review, the students on these four non-response applications were still receiving free and reduced price benefits and had never been changed back to paid status.</p> <p>9) The Verification Tracker Form was not completed for each application chosen for verification.</p> <p>10) Free and reduced price meals were not being counted accurately by category at the point of service at Rison Elementary at the time of the review. The district is not performing counting and claiming in the manner indicated on the Meal Count and Collections Procedures approved as part of the 2016-17 Agreement and Policy Statement</p>
X	<input type="checkbox"/>	<b>B. Meal Patterns and Nutritional Quality</b>
		<b>YES</b> <b>NO</b>
		X <input type="checkbox"/> Meal Components and Quantities
		X <input type="checkbox"/> Offer versus Serve
		X <input type="checkbox"/> Dietary Specifications and Nutrient Analysis
		<p>Finding(s) Details:</p> <p>1) Observation at the time of the review confirmed that students at Rison High School were not taking all of the required meal components, therefore, were not meeting meal pattern requirements that would allow those meals to be claimed for reimbursement as part of the federal child nutrition programs.</p> <p>2) Some of the menus planned did not have all of the required meal pattern components to meet for the grade groups being offered.</p> <p>3) Offer versus Serve signage for Breakfast and Lunch was not present at the time of the review.</p> <p>4) The child nutrition staff were not requiring students that did not take fruit or vegetable to take the required component or to charge the student the full adult price for the meal (the meal is not reimbursable so adult meal prices would need to be collected for the meals).</p> <p>5) Based on observation at time of review the serving staff did not have a good understanding of the appropriate planned size of servings or required serving sizes for each grade group.</p> <p>6) Based on observation, it does not appear all of the recipes provided for review purposes were actually being used by child nutrition staff, making it impossible to determine meal pattern compliance.</p>
X	<input type="checkbox"/>	<b>C. School Nutrition Environment</b>
		<b>YES</b> <b>NO</b>
		X <input type="checkbox"/> SFA On-Site Monitoring
		X <input type="checkbox"/> Local School Wellness Policy
		<input type="checkbox"/> X   School Meal Environment
		<input type="checkbox"/> X   Competitive Foods

<input type="checkbox"/>	X	Smart Snacks in Schools
<input type="checkbox"/>	X	Professional Standards
<input type="checkbox"/>	X	Water
X	<input type="checkbox"/>	Food Safety
X	<input type="checkbox"/>	Storage
X	<input type="checkbox"/>	Buy American
X	<input type="checkbox"/>	Reporting and Record Keeping
<input type="checkbox"/>	X	School Breakfast Program and Summer Meals Outreach
<input type="checkbox"/>	X	Other
<p>Finding(s) Details:</p> <ol style="list-style-type: none"> <li>1) SFA On-Site Monitoring was not completed for the 2015-16 or the 2016-17 school year.</li> <li>2) Documentation of when and how reviews/updates to the Local Wellness Policy occur was not available at the time of the review.</li> <li>3) Documentation of how potential stakeholders are made aware of their ability to participate in all Local Wellness Policy activities. No documentation was available at the time of the review.</li> <li>4) Documentation details of the most recent assessment of Local Wellness Policy implementation and public notification. No documentation was available at the time of the review.</li> <li>5) Copy of the current and updated Hazard Analysis Critical Control Points (HACCP) Food Safety Plan was available in Ms. Beard's office but was not being used by the child nutrition staff.</li> <li>6) Non-compliance issues noted in the two most recent health inspections had not been corrected at the time of the review.</li> <li>7) Temperature logs for all freezers and refrigerators are available; however, temperature logs were not available for the dry storage area.</li> <li>8) Time and Temperature Monitoring Records of prepared foods were not available when requested.</li> <li>9) Thermometer temperature checks/calibration records were not available for review.</li> <li>10) Food items are not date marked in the storage areas, as required. Food items must be date marked when delivered to the cafeteria to ensure proper "First In-First Out" (FIFO) inventory control. In addition, food items that are left over and stored in the freezer and cooler were not date marked or labeled to indicate the food item, the date prepared, and the date stored as required.</li> <li>11) The dry storage, freezer and coolers were disorganized and over-crowded making it impossible to know what exactly is available for use. This disorganized food storage also makes it difficult to control inventory. The overcrowded and disorganized storage areas were cited in the November 2016 Health Inspection Report.</li> <li>12) Buy American documentation was not available at the time of the review. Numerous food items were found in the dry storage, freezer and cooler that did not meet the Buy American requirements for the child nutrition program.</li> <li>13) By observation there were a lot of dented cans in the dry storage area. Documentation from both the previous monitoring review as well as health inspection report in 2014 indicates dented cans were cited as a violation.</li> <li>14) Financial information on Claim for Reimbursement does not match the Arkansas Public School Network (APSCN) financial reports for child nutrition expenditures.</li> <li>15) The Renewal Agreement and Policy Statement between the district and ADE CNU for the 2016-17 school year has several areas that are not accurate and need to be updated.</li> </ol>		

X	<input type="checkbox"/>	<b>D. Civil Rights</b> Finding(s) Details: Documentation of the USDA non-discrimination statement was not on the district web site.
<input type="checkbox"/>	X	<b>E. Other</b> Finding(s) Details: