

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Cross County School District

Date of Administrative Review (Entrance Conference Date): December 11, 2017

Date review results were provided to the School Food Authority: December 20, 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	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A. Program Access and Reimbursement	
		YES	NO
		<input checked="" type="checkbox"/>	<input type="checkbox"/> Certification and Benefit Issuance
		<input checked="" type="checkbox"/>	<input type="checkbox"/> Verification
		<input checked="" type="checkbox"/>	<input type="checkbox"/> Meal Counting and Claiming
		<input type="checkbox"/>	<input checked="" type="checkbox"/> Charge Policy and Unpaid Meal Procedures
Finding(s) Details: <ol style="list-style-type: none"> 1) Of the 271 student eligibility source documents reviewed there were two errors observed. There was one free and reduced price meal benefit application approved for reduced meal benefits that should have been denied based on information on the application and one free and reduced price meal benefit application that was approved for free meal benefits that should have been denied based on information on the application. 2) The verification process was not completed by the November 15, 2017 deadline as required by 7 CFR 245.6a(b)(1). 3) SY 2016-2017 and SY 2017-18 verification needs additional documentation recorded on the Verification Tracker Form. This includes the date the Confirming Official confirmed the meal application was determined correctly, the date the household supplied the required documentation, the date the verification results were submitted to the household, as well as the date of implementation of meal status changes based on verification results. 4) One application from the 2016-2017 report, should have been changed to free due to income based on information submitted by the household. The verifying official had determined the status would remain in reduced. 			

✓	□	B. Meal Patterns and Nutritional Quality		
		YES	NO	
		✓	□	Meal Components and Quantities
		□	✓	Offer versus Serve
		□	✓	Dietary Specifications and Nutrient Analysis
Finding(s) Details: Prior to meal service at the high school on December 12th it was observed the hot dog buns planned for meal service were not whole grain rich and therefore would not contribute to the federal meal pattern requirements. The staff had not substituted another whole grain rich item to the menu to meet the requirements. Other whole grain rich items in the storage room were substituted for the baked potato chips therefore allowing those meals to be claimed for reimbursement from the federal child nutrition program. Without this substitution none of the hot dog meals would have met meal pattern requirements and would not have been allowed to be claimed for reimbursement.				
✓	□	C. School Nutrition Environment		
		YES	NO	
		□	✓	SFA On-Site Monitoring
		□	✓	Local School Wellness Policy
		□	✓	School Meal Environment
		□	✓	Competitive Foods
		□	✓	Smart Snacks in Schools
		□	✓	Professional Standards
		□	✓	Water
		✓	□	Food Safety
		□	✓	Storage
		□	✓	Buy American
		□	✓	Reporting and Record Keeping
		□	✓	School Breakfast Program and Summer Meals Outreach
		□	✓	Other
Finding(s) Details: 1) The food safety plan or standard operating procedures on file was from 2014. The food safety plan was being implemented but needs to be updated based on each serving/preparation site procedures, equipment, etc... The food safety checklist for the high school site should be completed regularly to assist staff in understanding the food safety requirements 2) The temperature logs on the freezers at the high school had not been checked since the week before. 3) The interim Child Nutrition Director (CND) must have documentation that she has completed at least eight hours of food safety training within the last 5 years or submit documentation the she has recently completed eight hours of food safety training.				
□	✓	D. Civil Rights		
Finding(s) Details: N/A				
□	✓	E. Other		
Finding(s) Details: N/A				