

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Crossett School District

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

Date review results were provided to the School Food Authority: March 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		
X	<input type="checkbox"/>	A. Program Access and Reimbursement		
		YES	NO	
		X	<input type="checkbox"/>	Certification and Benefit Issuance
		X	<input type="checkbox"/>	Verification
		X	<input type="checkbox"/>	Meal Counting and Claiming
		<input type="checkbox"/>	X	Charge Policy and Unpaid Meal Procedures
		Finding(s) Details:		
		1) When making changes on the application, specific documentation was not present to authorize a change. 2) 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. 3) One application verified did not provide sufficient proof of income documentation, but was accepted by the district. 4) All documentation of contact with households regarding verification activities was not retained by the district. 5) The district did not provide 10 days advance notification to households that are to receive a reduction. 6) The district did not make the increased benefits available immediately when verification resulted in a change in increased benefits.		
X	<input type="checkbox"/>	B. Meal Patterns and Nutritional Quality		
		YES	NO	
		X	<input type="checkbox"/>	Meal Components and Quantities
		<input type="checkbox"/>	X	Offer versus Serve
		<input type="checkbox"/>	X	Dietary Specifications and Nutrient Analysis

		Finding(s) Details: 1) The completion of the certification tool for the menu section of the review revealed <ol style="list-style-type: none"> a. one breakfast on January 9th, 2018 no grains were offered due to the menu items not having contribution documentation on file. b. three lunches not meeting the minimum components. 2) Production records were not completed correctly in accordance with 7 CFR 210.10 (a)(3) .		
<input type="checkbox"/>	<input type="checkbox"/>	C. School Nutrition Environment		
		YES	NO	
		<input type="checkbox"/>	X	SFA On-Site Monitoring
		<input type="checkbox"/>	X	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
		<input type="checkbox"/>	X	Food Safety
		<input type="checkbox"/>	X	Storage
		<input type="checkbox"/>	X	Buy American
		<input type="checkbox"/>	X	Reporting and Record Keeping
		<input type="checkbox"/>	X	School Breakfast Program and Summer Meals Outreach
		<input type="checkbox"/>	X	Other
		Finding(s) Details:		
X	<input type="checkbox"/>	D. Civil Rights		
		Finding(s) Details:		
		1) Procedures of accommodating students/households with limited English proficiency was not available at the time of review.		
<input type="checkbox"/>	X	E. Other		
		Finding(s) Details:		