

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Dumas School District

Date of Administrative Review (Entrance Conference Date): February 10, 2017

Date review results were provided to the School Food Authority: March 8, 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"/>	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
		Finding(s) Details:		
		1) Some free and reduced price meal applications need more details on documentation of changes or updates made by the district. 2) Three applications were missing the signature of the person filling out the application. 3) One application, which included three students was approved reduced. Two students were on the child nutrition roster as reduced but the third child was on the roster as free. 4) An e-School roster of students enrolled including their meal eligibility status was not available at the time of review. 5) One application verified did not provide sufficient proof of income documentation, but was accepted by the district. 6) The Notification of Verification Letter sent to households selected for verification only included the first page of the letter. 7) Upon review of the October Claim for Reimbursement, seven (7) days of breakfast and lunch meals served at Dumas High School were not included on the claim. 8) Upon review of the October Claim for Reimbursement, second meals were counted in the total meals reported on the claim.		
X	<input type="checkbox"/>	B. Meal Patterns and Nutritional Quality		
		YES	NO	
		X	<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) Outdated production records were being used at the district. 2) Based on a review of production records for the month of October, meal pattern at breakfast was not met for nine (9) days and meal pattern at lunch was not met for twenty (20) days. 3) The district was crediting non-whole grain rich products as being whole grain rich, which made the planned menus not meet the federal meal pattern requirements. 4) Upon observation at Dumas High School, offer versus serve was not implemented correctly.		
X	<input type="checkbox"/>	C. School Nutrition Environment		
		YES	NO	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	SFA On-Site Monitoring
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	School Meal Environment
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Competitive Foods
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Smart Snacks in Schools
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Professional Standards
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Water
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Safety
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Storage
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Buy American
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reporting and Record Keeping
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	School Breakfast Program and Summer Meals Outreach
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other
		Finding(s) Details: 1) The Wellness Committee has met one time this school year, however no documentation of review of menus were available for review. 2) The wellness policy and information informing households about wellness committee meetings are not published on the district website. 3) At the time of the Administrative Review, all managers and food service workers at Dumas School District had not met the training requirements for this school year. 4) Food service staff were not wearing hair nets and had nail polish on their nails. 5) The district does not have a Food Safety Plan that follows Hazard Analysis Critical Control Points (HACCP). 6) The most recent health inspection, dated February 2, 2017 indicated rusty shelves under the sinks are not easily cleanable and the vent hood filters are clean but the inside of the hood itself needs cleaning. 7) Food items in the refrigerators and freezers were not stored properly, sealed, or date marked. 8) Time and temperature control was not utilized when serving ranch and Italian salad dressing during meal service. 9) Food items ordered for programs other than child nutrition were found in the kitchen with no documentation that child nutrition did not pay for these items. 10) Asparagus was a product of Mexico, and therefore does not meet the Buy American requirements for federal child nutrition programs.		
<input type="checkbox"/>	X	D. Civil Rights		
		Finding(s) Details:		

X	<input type="checkbox"/>	E. Other Finding(s) Details: 1) The district is not charging the minimum required price for adult meals. 2) Student meal status eligibility reports from an e-School roster from 2013 were sitting on a table in the cafeteria during meal service.