

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Earle School District

Date of Administrative Review (Entrance Conference Date): 10/29-11/01/2019

Date review results were provided to the School Food Authority:

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
	✓	Certification and Benefit Issuance		
	✓	Verification		
✓		Meal Counting and Claiming	✓	✓
	✓	Charge Policy and Unpaid Meal Procedures		
Findings:				
<ol style="list-style-type: none"> 1. Meal counts per daily records for the review month of September 2019 could not be validated during the time of the review. 2. The correct Edit Check 2 form was being used by the kitchen manager, but the methodology and information was incorrect. Instructions for completion of the Edit Check 2 form were discussed with the manager during the time of the review. 				
B. Meal Patterns and Nutritional Quality				
YES	NO		Technical Assistance	Corrective Action
✓		Meal Components and Quantities	✓	✓
	✓	Offer versus Serve		
	✓	Dietary Specifications and Nutrient Analysis		
Findings:				
<ol style="list-style-type: none"> 1. The USDA meal pattern for pre-kindergarten age group is not being followed. Pre-kindergarten (PK) students received the same menu in the same portions as the elementary students during meal observation. 				
C. General Program Areas				
YES	NO		Technical Assistance	Corrective Action
	✓	Resource Management		
	✓	Civil Rights		
	✓	SFA On-Site Monitoring		
✓		Local School Wellness Policy	✓	✓
✓		Smart Snacks in Schools	✓	✓
	✓	Professional Standards		
	✓	Water		

✓		Food Safety, Storage, and Buy American	✓	
	✓	Reporting and Record Keeping		
	✓	School Breakfast Program and Summer Meals Outreach		
	✓	After School Snack		
	✓	Seamless Summer		
	✓	Fresh Fruit and vegetable Program		
	✓	Other:		

Findings:

1. Safety Data Sheets (SDS) provided did not match the chemicals currently being used.
2. The monthly temperature record on the walk-in cooler indicated the same 57-degree temperature recorded daily for the month with no action taken.
3. There was no evidence that temperatures were being taken or monitored for the milk boxes at the elementary site.
4. The district had no evidence of the required Smart Snack documentation for a la carte items sold at the high school.
5. The Wellness Committee had not met last year and there was no evidence of menu discussions/review through other means of communication.