

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Emerson-Taylor-Bradley School District

**Date of Administrative Review (Entrance Conference Date):** March 12, 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"/>	<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
		<input type="checkbox"/>	x	Meal Counting and Claiming
		<input type="checkbox"/>	x	Charge Policy and Unpaid Meal Procedures
		Finding(s) Details: 1) There was one free and reduced price meal benefit applications that was approved for reduced meal benefits that should have been approved for free priced meals based on information on the application. 2) One application selected for verification had been calculated incorrectly based on the documentation supplied by the household. The income is based on the Gross income, but determination by the district was incorrectly based on net income. The household determination should be Reduced meal benefits instead of Free meal benefits for 2 students.		
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
		<input type="checkbox"/>	x	Offer versus Serve
		<input type="checkbox"/>	x	Dietary Specifications and Nutrient Analysis
		Finding(s) Details: 1) Production records were not completed correctly in accordance with 7 CFR 210.10 (a)(3) <i>Production and menu records</i> . Schools or school food authorities, as applicable, must keep production and menu records for the meals they produce. These records must show how the meals offered contribute to the required food components and food quantities for each age/grade group every day. Items were		

		not credited correctly according to the CN label for the Beef Fajita used during review week.		
x	☐	<b>C. School Nutrition Environment</b>		
		<b>YES</b>	<b>NO</b>	
		<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
		x	<input type="checkbox"/>	Smart Snacks in Schools
		<input type="checkbox"/>	x	Professional Standards
		<input type="checkbox"/>	x	Water
		<input type="checkbox"/>	x	Food Safety
		x	<input type="checkbox"/>	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:		<p>1) According to the Arkansas Nutrition Standards, as referred to in <b>Commissioner's Memo CNU-16-044 (attached)</b>, each school may have up to nine (9) special event days where the school does not comply with Smart Snack requirements. These dates are required to be reported in the eSchool calendar each year. Upon observation, Emerson reported nine (9) days, but was observed having a pizza party in the cafeteria which was not on the calendar.</p> <p>2) Food stored at Emerson was not date marked with the date the food was received to ensure proper inventory control and use. Foods must be labeled and dated in storage with the date the food was received (dry storage, coolers, and freezers) to ensure adherence to food safety standards in Arkansas Department of Health Food Code. When received, all foods should be dated to ensure proper use and safety of food supply (FIFO -first in-first out inventory procedures).</p>		
☐	x	<b>D. Civil Rights</b>		
Finding(s) Details:				
☐	x	<b>E. Other</b>		
Finding(s) Details:				