

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Foreman School District

Date of Administrative Review (Entrance Conference Date): November 14, 2017

Date review results were provided to the School Food Authority: December 1, 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
		<input type="checkbox"/>	x	Meal Counting and Claiming
		<input type="checkbox"/>	x	Charge Policy and Unpaid Meal Procedures
		Finding(s) Details:		
		1) Several approved income applications were missing the last (4) four digits of the social security number of the adult completing the application and the box was not checked indicating they was no social security number.		
		2) Verification was not performed correctly as an incorrect number of applications were chosen to be verified.		
		3) The preschool snacks were being served, however there was not an accurate point of service meal count for the snacks served. The preschool was not paying for snacks provided if a student was absent at snack time.		
x	<input type="checkbox"/>	B. Meal Patterns and Nutritional Quality		
		YES	NO	
		x	<input type="checkbox"/>	Meal Components and Quantities
		x	<input type="checkbox"/>	Offer versus Serve
		<input type="checkbox"/>	x	Dietary Specifications and Nutrient Analysis
		Finding(s) Details:		
		1) Upon review of school storage facilities several boxes of wheat rolls at High School did not meet the whole grain rich requirements. After review of Bread bids it was determined the correct whole grain rich products had been ordered, however the vendor had supplied a substitute product.		
		2) The weekly planned lunch menu did not contain sufficient quantities of legumes to meet the requirements for this vegetable subgroups. The menu planner had		

		<p>considered green beans as a legume, which is categorized as an “Other” in the vegetable subgroup.</p> <p>3) The Point of Service (POS) area did not have adequate signage regarding offer vs serve requirements at breakfast grab and go. Adequate signage will help students understand the meal components they may take to make a reimbursable meal.</p>																																										
x	<input type="checkbox"/>	<p>C. School Nutrition Environment</p> <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>x</td> <td>SFA On-Site Monitoring</td> </tr> <tr> <td><input type="checkbox"/></td> <td>x</td> <td>Local School Wellness Policy</td> </tr> <tr> <td><input type="checkbox"/></td> <td>x</td> <td>School Meal Environment</td> </tr> <tr> <td><input type="checkbox"/></td> <td>x</td> <td>Competitive Foods</td> </tr> <tr> <td>x</td> <td><input type="checkbox"/></td> <td>Smart Snacks in Schools</td> </tr> <tr> <td><input type="checkbox"/></td> <td>x</td> <td>Professional Standards</td> </tr> <tr> <td><input type="checkbox"/></td> <td>x</td> <td>Water</td> </tr> <tr> <td>x</td> <td><input type="checkbox"/></td> <td>Food Safety</td> </tr> <tr> <td><input type="checkbox"/></td> <td>x</td> <td>Storage</td> </tr> <tr> <td>x</td> <td><input type="checkbox"/></td> <td>Buy American</td> </tr> <tr> <td>x</td> <td><input type="checkbox"/></td> <td>Reporting and Record Keeping</td> </tr> <tr> <td><input type="checkbox"/></td> <td>x</td> <td>School Breakfast Program and Summer Meals Outreach</td> </tr> <tr> <td><input type="checkbox"/></td> <td>x</td> <td>Other</td> </tr> </tbody> </table> <p>Finding(s) Details:</p> <p>1) High School teachers are selling snacks to students during the school day. The required documentation was not available to confirm compliance with Smart Snack regulations.</p> <p>2) The Standard Operating Procedures, especially with regard to food safety and temperature control need to be revised.</p> <p>3) Food items purchased with Child Nutrition funds, as well as USDA Foods (Commodities), must meet Buy American requirements as outlined in Commissioner’s Memo CNU-18-009. Non-domestic products were found in the site storeroom without a completed Justification form on file for review. The Buy American Justification form must be completed for each non-domestic food item purchased with child nutrition funds.</p> <p>4) Inventory of food products are not being conducted at the end of month to provide correct amounts on the claim for Purchased inventory and Commodity inventory.</p> <p>5) The October claim had loan repayment expenditure to the district, however there was not a loan made based on APSCN financial reports.</p> <p>6) Income from foster grand meals were not accurately reported on the claim</p>	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	x	<input type="checkbox"/>	Smart Snacks in Schools	<input type="checkbox"/>	x	Professional Standards	<input type="checkbox"/>	x	Water	x	<input type="checkbox"/>	Food Safety	<input type="checkbox"/>	x	Storage	x	<input type="checkbox"/>	Buy American	x	<input type="checkbox"/>	Reporting and Record Keeping	<input type="checkbox"/>	x	School Breakfast Program and Summer Meals Outreach	<input type="checkbox"/>	x	Other
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