

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Gurdon School District

Date of Administrative Review (Entrance Conference Date): January 29, 2018

Date review results were provided to the School Food Authority: February 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		
✓	□	A. Program Access and Reimbursement		
		YES	NO	
		□	✓	Certification and Benefit Issuance
		✓	□	Verification
		□	✓	Meal Counting and Claiming
		□	✓	Charge Policy and Unpaid Meal Procedures
Finding(s) Details: The verification tracker form provided by the state agency was not used in tracking the verification procedures, as required. One household had submitted only a W2 form from 2016 as proof of income, which is not sufficient for proof of current income.				
✓	□	B. Meal Patterns and Nutritional Quality		
		YES	NO	
		✓	□	Meal Components and Quantities
		□	✓	Offer versus Serve
		□	✓	Dietary Specifications and Nutrient Analysis
Finding(s) Details: 1) The Wheat Sandwich bread planned to be used for meal service was not Whole Grain as requested on bid from the bread vendor.				

		2) The High School has an alternate serving area in the student center 2-3 days per week. Only 1/2c peach servings were taken to the center to choose on the line. While the child nutrition staff indicated to the reviewer the students could take 2 of the ½ cup servings, it was not clear to the students that this is an option. The production records only had 1/2c of fruit offered on the High School which does not meet meal pattern requirements for reimbursable meals.																																										
<input type="checkbox"/>	<input checked="" type="checkbox"/>	C. School Nutrition Environment <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>SFA On-Site Monitoring</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Local School Wellness Policy</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>School Meal Environment</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Competitive Foods</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Smart Snacks in Schools</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Professional Standards</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Water</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Food Safety</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Storage</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Buy American</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Reporting and Record Keeping</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>School Breakfast Program and Summer Meals Outreach</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Other</td> </tr> </tbody> </table> <p>Finding(s) Details:</p>	YES	NO		<input type="checkbox"/>	<input checked="" type="checkbox"/>	SFA On-Site Monitoring	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	Professional Standards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Water	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Food Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Storage	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	Other
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