

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Guy Perkins School District

Date of Administrative Review (Entrance Conference Date): December 1, 2017

Date review results were provided to the School Food Authority: January 2, 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"/> | A. Program Access and Reimbursement | | |
| | | YES | NO | |
| | | <input type="checkbox"/> | X | 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: Applications selected for verification did not indicate on the Verification Tracker form that confirmation of eligibility by the confirming official until after the initial letter was sent to the household. All applications selected for verification must be confirmed to have been accurately determined prior to letters being sent to households. | | |
| X | <input type="checkbox"/> | B. Meal Patterns and Nutritional Quality | | |
| | | YES | NO | |
| | | X | <input type="checkbox"/> | Meal Components and Quantities |
| | | <input type="checkbox"/> | X | Offer versus Serve |
| | | X | <input type="checkbox"/> | Dietary Specifications and Nutrient Analysis |
| | | Finding(s) Details: 1) the completion of the menu certification tool revealed: 1) the minimum amount of vegetables required to be served for the 9-12 grade grouping at lunch was not met for 2 of the 5 days reviewed; 2) one day was short on the daily whole grain requirement for the grade group; 3) the minimum weekly requirement of red/orange vegetables as well as the other vegetable subgroups were not met. 2) The label on the gravy mix contained <i>trans</i> fat. All items must indicate 0 grams of trans fat in accordance with 7 CFR 210.10 (f) (4) <i>Trans-fat</i> . | | |

| | | | | |
|--|---|--|-----------|--|
| X | □ | C. School Nutrition Environment | | |
| | | YES | NO | |
| | | X | □ | SFA On-Site Monitoring |
| | | X | □ | Local School Wellness Policy |
| | | □ | X | School Meal Environment |
| | | □ | X | Competitive Foods |
| | | □ | X | Smart Snacks in Schools |
| | | □ | X | Professional Standards |
| | | □ | X | Water |
| | | X | □ | Food Safety |
| | | X | □ | Storage |
| | | □ | X | Buy American |
| | | □ | X | Reporting and Record Keeping |
| | | □ | X | School Breakfast Program and Summer Meals Outreach |
| □ | X | Other | | |
| Finding(s) Details: | | | | |
| 1) The on-site review for the serving site had not been completed at the time of review. | | | | |
| 2) At the time of the review the Wellness Committee had not met during the 2017-18 school year. | | | | |
| 3) The SFA's Material Safety Data Sheets (MSDS) are required to be updated as product changes or every three years. The documentation on file at the district was the outdated Safety Data Sheets (SDS) sheets and did not have all of the required information. | | | | |
| □ | X | D. Civil Rights | | |
| | | Finding(s) Details: | | |
| □ | X | E. Other | | |
| | | Finding(s) Details: | | |