

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Hamburg School District

Date of Administrative Review (Entrance Conference Date): March 27, 2017

Date review results were provided to the School Food Authority: April 26, 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 | |
| | | <input type="checkbox"/> | X | Certification and Benefit Issuance |
| | | X | <input type="checkbox"/> | Verification |
| | | <input type="checkbox"/> | X | Meal Counting and Claiming |
| | | Finding(s) Details: 1) One application selected for verification had been calculated incorrectly based on the documentation supplied by the household. 2) The method used for counting and claiming reimbursable meals is good; however, the students are allowed to take as many cartons of milk as they want at no charge. Based on the lunch meal pattern requirements for reimbursable meals as described in 7 CFR 210.0 each student reimbursable meal includes ½ pint of milk. Based on the non-program foods revenue requirements as described in Commissioner’s Memo FIN-15-044 based on 7 CFR 210.14(f) the district must ensure that any food or beverages purchased with child nutrition money must be used to serve reimbursable meals to students. If food or beverages are not part of reimbursable meals served to students, there must be revenue generated to cover the entire costs of the preparation and service of the food or beverages. In addition, allowing the students to take more than the reimbursable meal requirements would change the dietary allowances per reimbursable meal could cause meal dietary specifications to be out of compliance with regulations. | | |
| X | <input type="checkbox"/> | B. Meal Patterns and Nutritional Quality | | |
| | | YES | NO | |
| | | <input type="checkbox"/> | X | Meal Components and Quantities |
| | | X | <input type="checkbox"/> | Offer versus Serve |
| | | X | <input type="checkbox"/> | Dietary Specifications and Nutrient Analysis |

| | | <p>Finding(s) Details:</p> <p>1) Offer Versus Serve (OVS) is a concept that applies to menu planning and the meal service that allows students to decline some of the food offered in a reimbursable lunch or breakfast. The goals of OVS are to reduce food waste and to permit students to choose the foods they want to eat. The students in Middle School were being served items that were not eaten and thrown in the trash. The items are already on the tray and the student does not have a method to decline the food item. The staff need better training in Offer vs Serve. Federal regulation requires that signage or other methods are used to assist students in identifying reimbursable meals. See 7 CFR 210.18(B)(1).</p> <p>2) Some items being served to meet the whole grain component of the meal pattern did not meet the criteria of whole grain rich.</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><input type="checkbox"/></td> <td>X</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><input type="checkbox"/></td> <td>X</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) The elementary library was selling candy bars to children in the school. The school district is required to meet all smart snack and Arkansas Nutrition Standards regulations for foods and beverages sold or provided to students outside the reimbursable meal. Documentation is required for these items to ensure compliance with Smart Snack and Arkansas Nutrition Standards requirements.</p> <p>2) Food items purchased with child nutrition funds must meet Buy American requirements. The district had peaches in the storage room which were from Greece; broccoli, lettuce and tomatoes from Mexico; and the required Buy American Justification form was not completed or available for review for these items.</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 | <input type="checkbox"/> | X | Food Safety | <input type="checkbox"/> | X | Storage | X | <input type="checkbox"/> | 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 |
| YES | NO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | X | SFA On-Site Monitoring | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | X | Storage | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| X | <input type="checkbox"/> | Buy American | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <input type="checkbox"/> | X | Other | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | X | <p>D. Civil Rights</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| X | <input type="checkbox"/> | <p>E. Other-Afterschool Snack</p> <p>Finding(s) Details:</p> <p>1) The Afterschool snack meal pattern for ages 6 and up require 6 ounces or ¾ cup of fruit, juice or vegetable as one of the four (4) component choices. At the time of the review the serving size planned for students was four ounces of ½ cup.</p> <p>2) Snacks served to students were not being properly documented to ensure each student receiving a snack was matched to the snack served. The roster should mark all students that want and were served at point of service and not require a student take the snack if the student does not want it. The snack is not offer vs serve and students must take the 2 components being offered to be claimed as reimbursable.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |