

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Helena-West Helena School District

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

Date review results were provided to the School Food Authority: December 6, 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			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A. Program Access and Reimbursement			
		YES	NO		
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Certification and Benefit Issuance	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verification	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Counting and Claiming	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Charge Policy and Unpaid Meal Procedures	
Finding(s) Details: N/A					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	B. Meal Patterns and Nutritional Quality			
		YES	NO		
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Components and Quantities	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Offer versus Serve	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dietary Specifications and Nutrient Analysis	
Finding(s) Details:					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	C. School Nutrition Environment			
		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"/>	✓	Competitive Foods
		<input type="checkbox"/>	✓	Smart Snacks in Schools
		<input type="checkbox"/>	✓	Professional Standards
		<input type="checkbox"/>	✓	Water
		<input type="checkbox"/>	✓	Food Safety
		<input type="checkbox"/>	✓	Storage
		<input type="checkbox"/>	✓	Buy American
		<input type="checkbox"/>	✓	Reporting and Record Keeping
		<input type="checkbox"/>	✓	School Breakfast Program and Summer Meals Outreach
		<input type="checkbox"/>	✓	Other
		Finding(s) Details:		
<input type="checkbox"/>	✓	D. Civil Rights		
		Finding(s) Details: N/A		
✓	<input type="checkbox"/>	E. Other – Afterschool Snack Program		
		Finding(s) Details:		
		<ol style="list-style-type: none"> 1) Production records were not completed correctly in accordance with 7 CFR 210.10 (a)(3) Production and menu records. 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. 2) The on-site review was completed for the afterschool snack program. However, it was not completed within four (4) weeks of the start of the program. 3) There was no documentation of a Point of Service to track the total number of snacks that were served. A point of service is necessary to count of the total number of snacks served. Please refer to number 10 under NSLP Afterschool Snack Program: Frequently Asked Questions by clicking on the link: https://www.fns.usda.gov/school-meals/afterschool-snacks-faqs 4) Meal pattern was not met for some of the snacks served. Each grain given must be at least one (1) ounce equivalent. 		