

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Hope School District

Date of Administrative Review (Entrance Conference Date): October 30, 2018

Date review results were provided to the School Food Authority: November 9, 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

REVIEW FINDINGS				
A. Meal Access and Reimbursement – Performance Standard 1				
YES	NO	Description	Technical Assistance	Corrective Action
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Certification and Benefit Issuance	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verification	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Counting and Claiming	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Charge Policy and Unpaid Meal Procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Findings:				
1) The SFA did not have a district charge policy. Even though the district is a non-charging district wide it still needs a charge policy regarding a la carte/smart snacks and adult meals. Refer to Commissioner's Memo CNU-17-003				
B. Meal Patterns and Nutritional Quality				
YES	NO	Description	Technical Assistance	Corrective Action
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Offer versus Serve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dietary Specifications and Nutrient Analysis	<input type="checkbox"/>	<input type="checkbox"/>
Findings:				
1) A week of Production Records were reviewed during the review month of September. Recipe and food component contributions were not completed three of the five days reviewed. Production records were not completed correctly in accordance with 7 CFR 210.10 (a) (3) <i>Production and Menu Records</i> . SFAs must keep production and menu records for the meals they produce. These records must show how the meals offer contribute to the required food components and food quantities for each age/grade group every day. Recipe and food component contributions were not completed.				
2) At Yerger Jr. High, students participate in offer versus serve at breakfast. However, during meal observation on the day of the review it was indicated that offer versus serve has not been implemented correctly. The children were being told to get a milk and the manager had a lot of questions regarding what qualified as a reimbursable tray.				
C. General Program Areas				
YES	NO	Description	Technical Assistance	Corrective Action
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Resource Management	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Civil Rights	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SFA On-Site Monitoring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local School Wellness Policy	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Smart Snacks in Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Professional Standards	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Water	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Safety, Storage, and Buy American	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reporting and Record Keeping	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input checked="" type="checkbox"/>	School Breakfast Program and Summer Meals Outreach	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	After School Snack	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Seamless Summer	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fresh Fruit and vegetable Program	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>

Findings:

- 1) At the time of the review, the 2017-2018 On-Site Review could not be located.
- 2) During the review some items that were offered and sold a la carte were not compliant with Smart Snack and Arkansas Nutrition Standard regulations.
- 3) During the site visit there were items in the dry storage that did not have a receiving date. Foods must be labeled and dated in storage (dry storage, coolers and freezers) to ensure adherence to food safety standards in Arkansas Department of Health Food Code. When received, all foods should be dated to ensure proper use and safety of food supply (FIFO-first in-first out inventory procedures).