

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Hot Springs 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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	B. Meal Patterns and Nutritional Quality	
		YES	NO
		<input type="checkbox"/>	<input checked="" type="checkbox"/> Meal Components and Quantities
		<input checked="" type="checkbox"/>	<input type="checkbox"/> Offer versus Serve
		<input type="checkbox"/>	<input checked="" type="checkbox"/> Dietary Specifications and Nutrient Analysis
		Finding(s) Details: All students were being required to take milk at Elementary by the Cafeteria aid, therefore not meeting Offer vs. Serve requirements..	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	C. School Nutrition Environment	
		YES	NO
		<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/> Professional Standards
		<input type="checkbox"/>	<input checked="" type="checkbox"/> Water
		<input checked="" type="checkbox"/>	<input type="checkbox"/> Food Safety

		<input type="checkbox"/>	x	Storage
		<input type="checkbox"/>	x	Buy American
		x	<input type="checkbox"/>	Reporting and Record Keeping
		<input type="checkbox"/>	x	School Breakfast Program and Summer Meals Outreach
		<input type="checkbox"/>	x	Other
		<p>Finding(s) Details:</p> <p>1) The on-site review had been completed by the date, but did not include the front data page.</p> <p>2) Child Nutrition Director has not completed the safety training as required for new directors hired after July 1, 2015.</p> <p>3) Health Inspection report had been removed from the cafeteria for a school dance in the elementary school and therefore not meeting the federal posting requirement.</p> <p>4) Revenue and Expense on the monthly claim for reimbursement did not match reports from the district APSCN financial system. In addition, student meal income, catering, contract meal income and loan repayment were not correctly reported on the claim based on the APSCN financial reports.</p> <p>5) The Management Fees from the Food Service Management Company (FSMC) were incorrect on the schedule M, which calculates the charges monthly. The formulas were not calculating the fees correctly and the district was not adequately confirming FSMC invoices</p> <p>6) The afterschool snacks were claimed properly with ADE Child Nutrition, but not counted correctly with the Schedule M in the 2016-17 SY, which consolidates the FSMC Fees for the snacks.</p>		
x		<input type="checkbox"/>	<p>D. Civil Rights</p> <p>Finding(s) Details: The federally required Civil Rights poster had been removed from the cafeteria for a school dance at Elementary school.</p>	
		<input type="checkbox"/>	X	<p>E. Other</p> <p>Finding(s) Details:</p>