

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Lincoln Consolidated School District

Date of Administrative Review (Entrance Conference Date): January 15, 2019

Date review results were provided to the School Food Authority: February 8, 2019

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		Technical Assistance	Corrective Action
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certification and Benefit Issuance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Counting and Claiming	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Charge Policy and Unpaid Meal Procedures	<input type="checkbox"/>	<input type="checkbox"/>
Findings:				
<p>1) Of the 380 student eligibility source documents reviewed the following issues were observed:</p> <ul style="list-style-type: none"> • Two applications did not have the determination date as determined by the determining official. • Two applications did not have the last four digits of an adult household member's social security number, or the boxed checked that they did not have one. • One application noted a parent called with a change in income, there was no date or initials next to the changes written on the application. The income change qualified the household for free eligible meals, but the students were listed as reduced on the child nutrition master roster. • One application was initially determined to be denied, but after an income clarification from the household they were determined to be reduced eligible. The application was not updated to show reduced edibility determination, but were listed correctly on the child nutrition master roster. <p>2) A review of the 2018-2019 verification file indicated verification errors:</p> <ul style="list-style-type: none"> • The district's confirming official did not sign and date the verification tracker form as required in 7 CFR 245.6a(i)(1)(e). • In the yearly Policy Statement and Agreement with the Arkansas Department of Education, Child Nutrition Unit (ADE, CNU) the district stated that it was using the state approved letters for verification. It was observed the district was instead using letters from their software program, which did not contain all required elements. • The verification letters sent households did not have the full USDA non-discrimination statement in its entirety. • The verification letters sent to households did not contain the required "Richard B. Russell National School Lunch Act" statement. • The verification letters sent to households asked for the full social security numbers of all adults in the household. Only the last 4 digits are needed for one adult within the household. • One application was verified by a picture of a bank statement sent in by the household. According the Eligibility Manual for School Meals this is not an accepted form of income verification. 				
B. Meal Patterns and Nutritional Quality				
YES	NO		Technical Assistance	Corrective Action
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Components and Quantities	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Offer versus Serve	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dietary Specifications and Nutrient Analysis	<input type="checkbox"/>	<input type="checkbox"/>
C. General Program Areas				
YES	NO		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 type="checkbox"/>	<input checked="" type="checkbox"/>	SFA On-Site Monitoring	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local School Wellness Policy	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Smart Snacks in Schools	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	Food Safety, Storage, and Buy American	<input type="checkbox"/>	<input 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"/>