

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: **Little Rock School District**
 Date of Administrative Review (Entrance Conference Date): **January 14, 2019**
 Date review results were provided to the School Food Authority: **January 28, 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 Base Year

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 checked="" 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:				
1) Of the 1,063 student eligibility source documents reviewed, 471 from the base year provision 2 schools and 592 from the non-provision schools, there was one (1) student with the incorrect eligibility status.				
2) In accordance with 7 CFR 245.6a(h) verification reporting and recordkeeping requirements, all documentation of contact with households regarding verification activities was not retained by the district.				
3) The required verification narrative was not readily available at the time of review.				
4) One application verified did not provide sufficient proof of income documentation, but was accepted by the district. Two applications were incorrectly verified due to using the wrong income for calculation.				
B. Meal Patterns and Nutritional Quality				
YES	NO		Technical Assistance	Corrective Action
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities	<input checked="" 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) On the days of observation, cereal with greater than six (6) grams of sugar was served to the preschool students. The CACFP, Child and Adult Care Food Program, meal pattern is not being followed correctly.				
2) On the day of observation, the minimum meal pattern for the fruit component of 1 cup was not offered to the students.				
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 checked="" type="checkbox"/>	<input type="checkbox"/>	Civil Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SFA On-Site Monitoring	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Food Safety, Storage, and Buy American	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reporting and Record Keeping	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	School Breakfast Program and Summer Meals Outreach	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	After School Snack	<input checked="" type="checkbox"/>	<input checked="" 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) On the day of observation, the student list with meal modifications was taped on a door that is visible to others when open. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Educational Rights and Privacy Act of 1974 (FERPA) require medical information to be kept confidential. Meals Modification falls under the Civil Rights protected class of Disability.
- 2) Documentation of how potential stakeholders are made aware of their ability to participate in all local wellness policy activities was not readily available at the time of review.
- 3) All schools must adhere to food and safety standards in the Arkansas State Board of Health Food Code.
 - 2-103.11 Person in Charge, employees are visibly observing foods as they are received to determine that they are from approved sources, delivered at the required temperatures, protected from contamination, and accurately presented, by routinely monitoring the employees' observations and periodically evaluating foods upon their receipt. On the day of the review, cans were observed with dents.
 - 3-501.17 Ready-to-Eat, Potentially Hazardous Food, (Time/Temperature Control for Safety Food) Date Marking. When received, all foods should be dated to ensure proper use and safety of food supply (FIFO -first in first out inventory procedures). This was a common observation at the sites visited.
 - 3-305.11 and 4-204.122 Food Storage. Foods must be stored at least 6 inches above the floor. Food in packages and working containers may be stored less than 6 inches above the floor but still off the floor. On the day of the review, food was observed to be on the floor.
 - 4-203.11 Temperature Measuring Devices, Food. Thermometer calibration records were not available for observation at the time of review at several sites visited.
 - 6-501.111 Controlling Pests. The premises shall be maintained free of insects, rodents, and other pests. On the day of the review, monthly pest control documentation was made available; however, some pests were observed in the light fixtures of Central High School cafeteria office.
 - 8-201.14(D)(6) Contents of a HACCP Plan. Records to be maintained by the person in charge to demonstrate that the HACCP PLAN is properly operated and managed. Time and temperature records for the storeroom at Central High School were being maintained, but on the day of the review, the recorded temperature was not accurately reported. The thermometer showed a temperature of 80+ degrees. It is important that the person in charge insures the recording of these temperatures are recorded accurately daily.
- 4) The November claim had food expenditures for a total of \$353,451.08, however the APSCN detailed expenditures showed the total of food to be \$329,461.99; therefore, causing a \$23,989.09 discrepancy.
- 5) Afterschool snack counts appear to be prepopulated and inaccurately recorded daily. Most of the daily records for the review month of November completed by the site coordinators had questionable daily attendance and records on days when snacks were not given.