

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Lonoke School District

Date of Administrative Review (Entrance Conference Date): February 6, 2019

Date review results were provided to the School Food Authority: February 13, 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 type="checkbox"/>	Certification and Benefit Issuance	✓	✓
✓	<input type="checkbox"/>	Verification	✓	✓
✓	<input type="checkbox"/>	Meal Counting and Claiming	✓	✓
✓	<input type="checkbox"/>	Charge Policy and Unpaid Meal Procedures	✓	✓

Findings:

1. Of the 420 student eligibility source documents reviewed there were four (4) applications missing an adult signature and many applications with inconsistent or missing household size.
 - A) Of the 420 student eligibility source documents reviewed there was one (2) applications that were incorrectly determined.
 - B) Within ten (10) operating days of receiving the application, the LEA must make a determination and the household notified of its eligibility status [7 CFR 245.6(c)(6)]. There were several applications that were not determined within this timeframe.
 - C) When making changes on the application, specific documentation was not present to authorize a change.
2. High probability and low probability labeled students on the Direct Certification list are not being entered into the Direct Certification portal for confirmation.
3. The required verification narrative was not readily available.
4. Verification was not completed in accordance with 7 CFR 245.6a(c)(4). The district is on the Standard List which requires the sample size of 3% of all applications selected from error prone applications. The Verifying Official utilized the districts software system to pull the random 3% sample. The software system showed a total of 382 applications therefore pulling 12 applications for the 3% sample. However, the Child Nutrition Director reported a total of 354 applications, therefore only needing to pull 11 applications for the 3% sample. It is undetermined how many total applications the district actually received prior to October 15.
 - A. Two (2) applications selected to be verified were not error prone applications
 - B. One (1) application was verified incorrectly. When the application was verified, eligibility status changed from free to reduced; however, the status should have changed from free to paid based on the income documentation submitted by the household.
5. On the day of breakfast observation, the special needs teacher arrived in the cafeteria around 7:45am to pick up six (6) juices, milks, and meals. It is undetermined if anyone is checking the roster to ensure that all 6 meals picked up are matched to a student.

B. Meal Patterns and Nutritional Quality				
YES	NO		Technical Assistance	Corrective Action
✓	<input type="checkbox"/>	Meal Components and Quantities	✓	<input type="checkbox"/>
✓	<input type="checkbox"/>	Offer versus Serve	✓	<input type="checkbox"/>
<input type="checkbox"/>	✓	Dietary Specifications and Nutrient Analysis	<input type="checkbox"/>	<input type="checkbox"/>

Findings:

1. It is undetermined if the Child and Adult Care Food Program (CACFP) meal pattern is being followed. There is no separate menu or production record documentation to validate if pre-k is being served compliant meal items. Preschool production records were not accurately completed in accordance with 7 CFR 210.10 (a)(3) Production and menu records.

2. Honey grahams are being credited as 1oz for the grain component. Upon further review, the honey grahams that were present and served during the time of review were not whole grain rich and cannot credit towards the meal pattern.
3. Offer versus Serve signage for Breakfast and Lunch was not present at the high school at the beginning of the review.

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 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	School Breakfast Program and Summer Meals Outreach	<input checked="" type="checkbox"/>	<input checked="" 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. Documentation of how potential stakeholders are made aware of their ability to participate in all local wellness policy activities was not readily available.
2. 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. The on-site manager was also not aware of what nondomestic products to accept.
 - 3-501.17 Ready-to-Eat, Potentially Hazardous Food, (Time/Temperature Control for Safety Food) Label and 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 in the refrigerator and freezer. Also, Commodity items were not labeled in the dry storage.
 - 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, the past two (2) health inspections had citations of pest droppings.
 - 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.
At the time of review, the observed HACCP/Food Safety Plan was outdated and was removed and replaced with the current Chartwells Plan.
3. During a review of meal service, the sites most recent health inspection was not posted with both pages visible to the public.
4. Documentation of Summer Feeding outreach was not available at the time of review.
5. Completed Buy American justification forms were not readily available for the nondomestic products observed.