

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Marked Tree School District

Date of Administrative Review (Entrance Conference Date): January 22, 2018

Date review results were provided to the School Food Authority: January 26, 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

If yes, please indicate the areas and what issues were identified in the table below.

YES	NO	REVIEW FINDINGS		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A. Program Access and Reimbursement		
		YES	NO	
		<input checked="" type="checkbox"/>	<input 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
		Finding(s) Details:		
		1) Of the 277 student eligibility source documents reviewed there was one (1) error observed. There was a reduced price meal benefit application approved for reduced meal benefits that should have been denied based on information on the application.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	B. Meal Patterns and Nutritional Quality		
		YES	NO	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Components and Quantities
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Offer versus Serve
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dietary Specifications and Nutrient Analysis
		Finding(s) Details:		
<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 checked="" type="checkbox"/>	<input 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"/>	<input checked="" type="checkbox"/>	Storage
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Buy American
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reporting and Record Keeping
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	School Breakfast Program and Summer Meals Outreach
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other
		<p>Finding(s) Details:</p> <ol style="list-style-type: none"> 1) At the time of the review, the 2017-2018 On-Site Review had not been completed. The On-site Review for the school year 2016-2017 was reviewed, however, the review was done completed until February 28, 2017. All on-site reviews must be completed by February 1st of current school year. 2) The Wellness Committee has met only one (1) time this current school year. According to Commissioner’s Memo CNU-17-013, the wellness committee must meet at least quarterly. 3) The School Health Index was not completed for the elementary. The Wellness Committee will assess annually each school campus using all five School Health Index (SHI) modules listed below. The “Plan for Improvement” section of the School Health Index should then be used to discuss the results of the SHI and to develop goals that will be included in the Arkansas Comprehensive School Improvement Plan (ACSIP). 4) All full-time workers are required to complete a minimum of 6 hours of annual training. At the time of the review, the only training provided for the 2017-2018 school year was the required Civil Rights training. Please see attached USDA Memo SP 39-2015 and “Professional Standards for All School Nutrition Program Employees” final rules summary. 5) No food safety trainings have been conducted currently. Food safety trainings must be conducted annually. 6) Material safety data sheets should be received during the delivery of all chemicals. No safety data sheets were available at the time of the review. 		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>D. Civil Rights</p> <p>Finding(s) Details:</p>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>E. Other</p> <p>Finding(s) Details:</p>		