

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Mountain Pine School District

**Date of Administrative Review (Entrance Conference Date):** February 21-24, 2017

**Date review results were provided to the School Food Authority:** March 3, 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		
X	<input type="checkbox"/>	<b>A. Program Access and Reimbursement</b>		
		<b>YES</b>	<b>NO</b>	
		<input type="checkbox"/>	X	Certification and Benefit Issuance
		X	<input type="checkbox"/>	Verification
		X	<input type="checkbox"/>	Meal Counting and Claiming
		Finding(s) Details:		
		1) A bank statement was accepted by the district as verification for Social Security benefits as well as income from direct deposit for a household. Bank statements are not acceptable documentation for verification of income. 2) The preschool meals contract was not implemented as signed by the district superintendent and the Dawson Educational Cooperative Director. 3) The preschool program was not getting a point of service meal count.		
X	<input type="checkbox"/>	<b>B. Meal Patterns and Nutritional Quality</b>		
		<b>YES</b>	<b>NO</b>	
		X	<input type="checkbox"/>	Meal Components and Quantities
		X	<input type="checkbox"/>	Offer versus Serve
		X	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis
		Finding(s) Details:		
		1) Production records were not completed correctly in accordance with 7 CFR 210.10 (a)(3) <i>Production and menu records</i> . 2) The planned Meal Pattern as reported by the district on the Schedule A indicates meals will be planned based on K-5, 6-8 and 9-12. The production records for January indicate menus had actually been planned for K-8 and 9-12 as the grade group menu planning for breakfast and lunch. This made it impossible to determine what food items each grade		

		<p>group was offered and served. The K-5 did not receive the same choices as 6-8.</p> <p>3) The production records for January indicate only ½ cup of vegetable was offered at lunch for K-8 students which did not meet the ¾ cup requirement.</p>																																										
X	<input type="checkbox"/>	<p><b>C. School Nutrition Environment</b></p> <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>X</td> <td>SFA On-Site Monitoring</td> </tr> <tr> <td>X</td> <td><input type="checkbox"/></td> <td>Local School Wellness Policy</td> </tr> <tr> <td><input type="checkbox"/></td> <td>X</td> <td>School Meal Environment</td> </tr> <tr> <td><input type="checkbox"/></td> <td>X</td> <td>Competitive Foods</td> </tr> <tr> <td><input type="checkbox"/></td> <td>X</td> <td>Smart Snacks in Schools</td> </tr> <tr> <td><input type="checkbox"/></td> <td>X</td> <td>Professional Standards</td> </tr> <tr> <td><input type="checkbox"/></td> <td>X</td> <td>Water</td> </tr> <tr> <td>X</td> <td><input type="checkbox"/></td> <td>Food Safety</td> </tr> <tr> <td>X</td> <td><input type="checkbox"/></td> <td>Storage</td> </tr> <tr> <td>X</td> <td><input type="checkbox"/></td> <td>Buy American</td> </tr> <tr> <td><input type="checkbox"/></td> <td>X</td> <td>Reporting and Record Keeping</td> </tr> <tr> <td><input type="checkbox"/></td> <td>X</td> <td>School Breakfast Program and Summer Meals Outreach</td> </tr> <tr> <td><input type="checkbox"/></td> <td>X</td> <td>Other</td> </tr> </tbody> </table> <p>Finding(s) Details:</p> <ol style="list-style-type: none"> <li>1) There was not proper signage to allow students to know their choices for reimbursable meals.</li> <li>2) Second chance breakfast at high school was observed. Students were not taking all components required for reimbursable meal and child nutrition staff was not sufficient to ensure meal counting and claiming as well as meal pattern compliance.</li> <li>3) The Grain Bread component did not meet serving size requirements on some menus being offered, such as the grains offered with the salad and Baked Potato meals.</li> <li>4) There were only three committee members on the sign in sheets for the most recent meeting. Students are required to be represented on the committee, however there were no students on the list of Wellness Committee Members.</li> <li>5) Foods were not labeled and dated in storage (dry storage, coolers and freezers) to ensure adherence to food safety standards in Arkansas Department of Health Food Code and first in first out inventory control.</li> <li>6) There was a rodent issue observed during the review.</li> <li>7) It was observed at the time of the review the district had tomatoes, blueberries and bananas which were non domestic and the required Buy American Justification form.</li> <li>8) The dining director was not wearing a hair restraint while in the food preparation area as required.</li> <li>9) Students utilize a share table where students can place unopened milk in an ice bath or unopened non-perishable food items on a table for other students to consume, however proper food safety protocols were not being followed with the share table.</li> </ol>	YES	NO		<input type="checkbox"/>	X	SFA On-Site Monitoring	X	<input type="checkbox"/>	Local School Wellness Policy	<input type="checkbox"/>	X	School Meal Environment	<input type="checkbox"/>	X	Competitive Foods	<input type="checkbox"/>	X	Smart Snacks in Schools	<input type="checkbox"/>	X	Professional Standards	<input type="checkbox"/>	X	Water	X	<input type="checkbox"/>	Food Safety	X	<input type="checkbox"/>	Storage	X	<input type="checkbox"/>	Buy American	<input type="checkbox"/>	X	Reporting and Record Keeping	<input type="checkbox"/>	X	School Breakfast Program and Summer Meals Outreach	<input type="checkbox"/>	X	Other
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X	<input type="checkbox"/>	<p><b>D. Civil Rights</b></p> <p>Finding(s) Details:</p> <p>The USDA Non-discrimination statement was not posted on the school district website as required.</p>																																										
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