

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: North Little Rock School District
Date of Administrative Review (Entrance Conference Date): October 29, 2018
Date review results were provided to the School Food Authority: November 9, 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 (Partial)
 - 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 type="checkbox"/>	<input checked="" type="checkbox"/>	Verification	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Counting and Claiming	<input checked="" 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 560 student eligibility source documents reviewed there was one (1) application missing an adult signature. In order for applications to be considered complete, all information must be filled out. At the time of the review, the Child Nutrition Department tried to obtain the parent signature however the parent refused to sign the application. Documentation of this scenario was kept on file and the application was marked incomplete and a letter was sent to the household stating the student's meal status will be changed to paid in 10 days. No further action is required. 2) Categorically eligible lists (migrant, homeless, foster children, Head Start, Even Start) must be signed and dated by the appropriate liaison as changes are made, however at the time of the review the migrant list was not signed and dated. The migrant list was sent back to the liaison to be signed and dated. No further action is required.				
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 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"/>
Findings: 1) On the days of observation at Glenview, preschool students received a different serving size of vegetables than the production record documented. A visit with the site manager revealed that smaller serving utensils are used for pre-k due to the preschool meal service times being separate than kindergarten-fifth grade. Preschool production records were not accurately completed in accordance with 7 CFR 210.10 (a)(3) Production and menu records. Schools or school food authorities, as applicable, must keep production and menu records for the meals they produce. These records must show how the meals offered contribute to the required food components and food quantities for <i>each age/grade group</i> every day.				
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 type="checkbox"/>	<input checked="" type="checkbox"/>	Local School Wellness Policy	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Smart Snacks in Schools	<input checked="" type="checkbox"/>	<input checked="" 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 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"/>

Findings:

- 1) North Little Rock School District menus contained the wrong non-discrimination statement. The Child Nutrition Director contacted the menu software company to have corrected at the time of the review. No further action required.
- 2) North Little Rock School District's website contained the wrong non-discrimination statement. The Child Nutrition Director corrected at the time of the review. No further action required.
- 3) North Little Rock High School and the Center of Excellence do not have any special event days entered into the eSchool Calendar.
- 4) When observing Glenview elementary lunch service, a table of students with Chick-fil-a was witnessed. This table was labeled "Terrific Kids". We learned that every 9 weeks the teachers choose a terrific kid from their classroom. While this is a wonderful program, if foods are provided or sold to students during the school day it must meet the Smart Snack Calculator requirements or be one of the schools 9 special event days. October 30, 2018 was not listed as one of Glenview's 9 special event days located in the eSchool calendar.
- 5) Thermometer calibration records were observed during the time of the review, however all thermometers located in the cafeterias are not being calibrated.