

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Perryville School District

Date of Administrative Review (Entrance Conference Date): January 23, 2018

Date review results were provided to the School Food Authority: February 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
 - 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"/>	A. Program Access and Reimbursement <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 10%;">YES</th> <th style="width: 10%;">NO</th> <th style="width: 80%;">FINDING</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Certification and Benefit Issuance</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">X</td> <td>Verification</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">X</td> <td>Meal Counting and Claiming</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">X</td> <td>Charge Policy and Unpaid Meal Procedures</td> </tr> </tbody> </table> <p>Finding(s) Details: 1) Three applications were missing the last (4) four digits of the social security number of the adult completing the application or the box checked indicating no social security number.</p>	YES	NO	FINDING	X	<input type="checkbox"/>	Certification and Benefit Issuance	<input type="checkbox"/>	X	Verification	<input type="checkbox"/>	X	Meal Counting and Claiming	<input type="checkbox"/>	X	Charge Policy and Unpaid Meal Procedures
YES	NO	FINDING															
X	<input type="checkbox"/>	Certification and Benefit Issuance															
<input type="checkbox"/>	X	Verification															
<input type="checkbox"/>	X	Meal Counting and Claiming															
<input type="checkbox"/>	X	Charge Policy and Unpaid Meal Procedures															
X	<input type="checkbox"/>	B. Meal Patterns and Nutritional Quality <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 10%;">YES</th> <th style="width: 10%;">NO</th> <th style="width: 80%;">FINDING</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Meal Components and Quantities</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">X</td> <td>Offer versus Serve</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">X</td> <td>Dietary Specifications and Nutrient Analysis</td> </tr> </tbody> </table> <p>Finding(s) Details: 1) Production records were not completed correctly in accordance with 7 CFR 210.10 (a)(3). 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 each age/grade group every day. When the district employees adjusted the amount of servings planned by the menu planner, the amounts of ingredients were not updated to reflect what was actually being used.</p>	YES	NO	FINDING	X	<input type="checkbox"/>	Meal Components and Quantities	<input type="checkbox"/>	X	Offer versus Serve	<input type="checkbox"/>	X	Dietary Specifications and Nutrient Analysis			
YES	NO	FINDING															
X	<input type="checkbox"/>	Meal Components and Quantities															
<input type="checkbox"/>	X	Offer versus Serve															
<input type="checkbox"/>	X	Dietary Specifications and Nutrient Analysis															

<input type="checkbox"/>	X	C. School Nutrition Environment		
		YES	NO	
		<input type="checkbox"/>	X	SFA On-Site Monitoring
		<input type="checkbox"/>	X	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
		<input type="checkbox"/>	X	Food Safety
		<input type="checkbox"/>	X	Storage
		<input type="checkbox"/>	X	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
Finding(s) Details:				
<input type="checkbox"/>	X	D. Civil Rights		
		Finding(s) Details:		
<input type="checkbox"/>	X	E. Other		
		A review of production records provided to the district by the menu planner did not indicate an accurate amount of servings needed for most of the days planned. The district front-line employees have had to add to the amounts of servings planned to make sure that the menu planned by the menu planner would meet the needs of the district each day. The district must have a method to review all planned serving amounts to ensure that the menu planner has planned enough servings for each day.		