

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: ScholarMade Achievement Place School District

Date of Administrative Review (Entrance Conference Date): April 8, 2019

Date review results were provided to the School Food Authority: April 16, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Certification and Benefit Issuance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Counting and Claiming	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Charge Policy and Unpaid Meal Procedures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Findings:				
1) Of the 187 student eligibility source documents reviewed there were two (2) applications that were missing or had inconsistent household sizes and one (1) application missing the last four digits of the social security number. 2) Of the 187 student eligibility source documents reviewed there were two (2) applications that were determined correctly, but had the incorrect status on the point of service roster and five (5) applications that were incorrectly determined. 3) When making changes on the application, specific documentation was not present to authorize a change. When the Determining Official makes any changes to the meal application the reason for the change, who was spoken to at the household, along with the date and initials or signature of the person making the change must be documented on the meal application. 4) High probability and low probability labeled students on the Direct Certification list are not being entered into the Direct Certification portal for confirmation. 5) There were many students whose status on the eSchool system roster did not match the correct meal status coding from the point of service roster. 6) Verification was not completed in accordance with 7 CFR 245.6a(c)(4). 7) Applications selected for verification were not checked by a second individual (Confirming Official) prior to notifying households. 8) All of the applications were verified using the net income on the financial documentation submitted. When conducting the income verification, the income must be based on the gross income, not the net income. 9) The district does not have a board approved and published charge policy.				
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) The completion of the certification tool for the menu section of the review revealed: <ul style="list-style-type: none"> A. Based on production record documentation, three (3) days of breakfast meals did not meet the federal meal pattern requirements for the fruit contribution. 				

- B. Based on production record documentation, one (1) day of lunch meals did not meet the federal meal pattern requirement for the vegetable contribution.
- C. Based on production record documentation, no dark green vegetables were served to be in compliant with the weekly minimum vegetable subgroup requirements.

The planned menu for the month from Preferred Meals meets the meal pattern requirements. However, the district is not purchasing the fresh fruit and vegetables to adhere to the planned menu. Substitutions are being made by the district, therefore resulting in failure to meet meal pattern.

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 checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Smart Snacks in Schools	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Professional Standards	<input checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	School Breakfast Program and Summer Meals Outreach	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	After School Snack	<input checked="" type="checkbox"/>	<input checked="" 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) Time certification documentation for all employees being paid out of Child Nutrition funds was not available at the time of review.
- 3) All schools must adhere to food and safety standards in the Arkansas State Board of Health Food Code.
 - 3-501.17 Ready-to-Eat, Potentially Hazardous Food, (Time/Temperature Control for Safety Food) 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). Newer dates of milk were observed to be on top of older dates of milk in the milk box. Also, older dated boxes in the freezer were placed below newer received boxes.
 - 4-203.11 Temperature Measuring Devices, Food. Thermometer calibration records were not available for observation at the time of review. Also, temperature logs were not available for the dry storage at the time of review.
 - 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. All of the above mentioned findings are located in the district's HACCP plan.
- 4) Afterschool snack counts appear to be prepopulated and/or inaccurately recorded daily. Each of the daily records for the review month completed by the site coordinator had questionable daily attendance. The same number of snacks were sent to classes and claimed every day of snack service.