

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Star City School District

Date of Administrative Review (Entrance Conference Date): January 7, 2019

Date review results were provided to the School Food Authority: March 11, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Counting and Claiming	<input checked="" type="checkbox"/>	<input checked="" 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 420 student eligibility source documents reviewed there were two (2) applications missing information or incomplete, seven (7) applications determined incorrectly, and seven (7) students that had no source documents. In accordance with 7 CFR 245.6(A) for an application to be considered complete, all information must be filled out and meal status must be determined correctly. Also in order for a student to receive free or reduced price meal benefits, either an application or documentation indicating that the student is either directly certified or categorically eligible (i.e., foster, homeless or migrant).				
2) A review of the 2018-2019 verification file indicated verification errors. None of the verification tracker forms were signed and dated by the verifying official. There were also two (2) applications out of eight (8) that were verified incorrectly. When completing verification, for every income-frequency checked on the application, a source of information must be received. Of the two (2) applications, one (1) did not contain sufficient pay information documentation and one (1) application had a miscalculation on the income.				
3) A review of the school district’s November claim and daily records showed that 245 free, 78 reduced-priced, and 98 paid breakfasts were not claimed. For lunch, 70 free, 7 reduced-priced, and 17 paid meals were not claimed.				
B. Meal Patterns and Nutritional Quality				
YES	NO		Technical Assistance	Corrective Action
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Components and Quantities	<input type="checkbox"/>	<input 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"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	SFA On-Site Monitoring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local School Wellness Policy	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Smart Snacks in Schools	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	Food Safety, Storage, and Buy American	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reporting and Record Keeping	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	School Breakfast Program and Summer Meals Outreach	<input checked="" type="checkbox"/>	<input checked="" 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"/>

Findings:

- 1) On-site monitoring was not completed for breakfast for all serving sites.
- 2) No outreach was completed for past 2018 summer meals programs. As part of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), each school district is required to inform their constituents of summer meal programs that are available even if there are no programs available in the immediate area.