

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Trumann School District

Date of Administrative Review (Entrance Conference Date): January 27, 2017

Date review results were provided to the School Food Authority: February 22, 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"/>	A. Program Access and Reimbursement		
		YES	NO	
		X	<input type="checkbox"/>	Certification and Benefit Issuance
		X	<input type="checkbox"/>	Verification
		<input type="checkbox"/>	X	Meal Counting and Claiming
		Finding(s) Details:		
		1) Forty- two (42) free and reduced price meal applications had determining errors 2) All letters sent to households to inform of meal eligibility status were dated 8-15-16, the first day of school, regardless of actual determination date 3) Two (2) out of four (4) applications chosen for verification had missing or incorrect income documents submitted by the households. One verification documentation of a district employee included an envelope not a paystub or remuneration statement 4) All letters to households with a reduction of benefits did not provide the required 10 day notice before a decrease in benefit was made as required by federal regulation.		
X	<input type="checkbox"/>	B. Meal Patterns and Nutritional Quality		
		YES	NO	
		X	<input type="checkbox"/>	Meal Components and Quantities
		<input type="checkbox"/>	X	Offer versus Serve
		<input type="checkbox"/>	X	Dietary Specifications and Nutrient Analysis
		Finding(s) Details:		
		1) Breakfast and Lunch Production Records were incomplete for the review month and the review week at the time of the review. This makes it impossible to confirm meal pattern requirements are met.		

		2) Upon review of the October menus, several days during the month did not have adequate servings of vegetable to meet the federal meal pattern requirements.																																										
<input type="checkbox"/>	<input type="checkbox"/>	C. School Nutrition Environment <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> <th></th> </tr> </thead> <tbody> <tr> <td>X</td> <td><input type="checkbox"/></td> <td>SFA On-Site Monitoring</td> </tr> <tr> <td><input type="checkbox"/></td> <td>X</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>X</td> <td><input type="checkbox"/></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><input type="checkbox"/></td> <td>X</td> <td>Storage</td> </tr> <tr> <td><input type="checkbox"/></td> <td>X</td> <td>Buy American</td> </tr> <tr> <td>X</td> <td><input type="checkbox"/></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"> 1) Observations at Trumann Intermediate School during the review week did not validate the on-site review form completed at the district 2) The district has no tracking mechanism for the required employee trainings. 3) Food temperatures were not being taken and are not being documented per stated procedures. 4) No sanitizing test strips were available for 3-compartment sink at this service site. 5) The first sink of 3-compartment sink in the ware-washing area was observed being used for washing potatoes 6) The latest Health Inspection was not posted in cafeteria in a prominent location as required by federal regulation. 7) Health Inspection reports from March and September 2016 both contained the violation of Code 6-202.11, "Lights in the walk-in cooler & freezer were not shatter proof and did not have a protective shield". 	YES	NO		X	<input type="checkbox"/>	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	X	<input type="checkbox"/>	Professional Standards	<input type="checkbox"/>	X	Water	X	<input type="checkbox"/>	Food Safety	<input type="checkbox"/>	X	Storage	<input type="checkbox"/>	X	Buy American	X	<input type="checkbox"/>	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"/>	E. Other <p>Finding(s) Details:</p> <ol style="list-style-type: none"> 1) Paid Lunch Equity tools have not been completed correctly. The district should have completed the Non-Federal Calculator and deposited funds into the non-profit foodservice account for SY 2015-16 and will need to for SY 2016-17. 																																										