

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: **White County Central**

Date of Administrative Review (Entrance Conference Date): December 10, 2019

Date review results were provided to the School Food Authority: December 17, 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 | Finding | Technical Assistance | Corrective Action |
| ✓ | | Certification and Benefit Issuance | ✓ | ✓ |
| ✓ | | Verification | ✓ | ✓ |
| | ✓ | Meal Counting and Claiming | | |
| | ✓ | Charge Policy and Unpaid Meal Procedures | | |

Findings:

- 1) Of the 279 student eligibility source documents, there was one (1) application missing an adult signature. At the time of review, the Determining Official obtained the missing adult signature. Of the 279 student eligibility source documents, there were twenty four (24) applications that had missing or inconsistent household sizes. At the time of review, the Determining Official verified the correct household members for the applications to be complete. Due to verifying the correct household size, one (1) application was determined reduced but should have been free. An updated eligibility letter was drafted and sent to the household notifying them of the change in benefits.
There were two (2) other applications determined free based on income, however, one (1) application contained a student located on the Direct Certification (DC) list, therefore, this application would be considered a DC household app. The other application had a Supplemental Nutrition Assistance Program (SNAP) identifier, therefore, this application should be considered a SNAP app.
- 2) According to the *Eligibility Manual for School Meals Determining and Verifying Eligibility*, 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 homeless, migrant, and foster lists were not signed and dated. The Determining Official obtained the signatures from the appropriate liaisons at the time of the review, therefore **no further action is required**.
- 3) According to the *Eligibility Manual for School Meals Determining and Verifying Eligibility*, proof of income and other documentation must be submitted by the households to validate all income listed on the application. One (1) application did not submit all proof of income documentation needed for verification, however the application was still processed.

| B. Meal Patterns and Nutritional Quality | | | | |
|--|----|--|----------------------|-------------------|
| YES | NO | Finding | Technical Assistance | Corrective Action |
| | ✓ | Meal Components and Quantities | | |
| ✓ | | Offer versus Serve | ✓ | ✓ |
| | ✓ | Dietary Specifications and Nutrient Analysis | | |

Findings:

1) In accordance with 7 CFR 210.10(a)(2), point of service staff must be trained in identification of a reimbursable meal. At the time of the review, no offer versus serve training had been completed by the Child Nutrition staff.

C. General Program Areas

| YES | NO | | Technical Assistance | Corrective Action |
|-----|----|--|----------------------|-------------------|
| | ✓ | Resource Management | | |
| | ✓ | Civil Rights | | |
| | ✓ | SFA On-Site Monitoring | | |
| | ✓ | Local School Wellness Policy | | |
| | ✓ | Smart Snacks in Schools | | |
| | ✓ | Professional Standards | | |
| | ✓ | Water | | |
| ✓ | | Food Safety, Storage, and Buy American | ✓ | ✓ |
| | ✓ | Reporting and Record Keeping | | |
| ✓ | | School Breakfast Program and Summer Meals Outreach | ✓ | ✓ |
| | ✓ | After School Snack | | |
| | ✓ | Seamless Summer | | |
| | ✓ | Fresh Fruit and vegetable Program | | |
| | ✓ | Other: | | |

Findings:

- 2) All schools must adhere to food and safety standards in the Arkansas State Board of Health Food Code.
 8-201.11 Facility and Operating Plans. Point of service staff must be trained on the districts Food Safety Plan (also known as Standard Operating Procedures (SOP) and/or Hazard Analysis Critical Control Points (HACCP)). At the time of the review, no food safety training had been completed by the Child Nutrition staff. It was observed during lunch meal service, that proper glove usage was not being followed. One staff member was using gloves to hand out tomatoes and lettuce and left the line to open the cooler to retrieve nondairy milk for an allergy student, she then returned to the line and continued to hand out tomato/lettuce using the same gloves.
 3-305.11 and 4-204.122 Food Storage. Foods must be stored at least 6 inches above the floor. Food in packages and working containers may be stored less than 6 inches above the floor but still off the floor. On the day of the review, milk and juice crates were observed on the cooler floor.
- 3) In accordance with 7 CFR 210.12(d)(2), School Food Authorities must cooperate with summer food service sponsors to inform families of the availability and location of free summer meals for students when school is not in session. Documentation of Summer Feeding outreach was not available at the time of review. The district should provide outreach to notify households where they can receive a summer meal.