

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Hot Springs School District

**Date of Administrative Review (Entrance Conference Date):** January 11, 2021

**Date review results were provided to the School Food Authority:** January 15, 2021

### 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"/>	Certification and Benefit Issuance		
	<input checked="" type="checkbox"/>	Verification		
<input checked="" type="checkbox"/>		Meal Counting and Claiming	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Charge Policy and Unpaid Meal Procedures		
Findings: Reviewing and comparing the school district’s monthly claim to the monthly daily records indicated six hundred (600) free breakfast meals were over claimed, six hundred (600) free lunch meals were over claimed and sixteen (16) free afterschool snacks were under claimed. This resulted in a total over claim of \$3,500.64. District management should establish procedures and internal controls to monitor consolidation of daily meal counts for the monthly claim. As part of these internal controls, it is recommended that three people be involved in the claim process as stated in commissioner’s memo CNU-18-016.				
B. Meal Patterns and Nutritional Quality				
YES	NO		Technical Assistance	Corrective Action
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Components and Quantities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Offer versus Serve		
	<input checked="" type="checkbox"/>	Dietary Specifications and Nutrient Analysis		
C. General Program Areas				
YES	NO		Technical Assistance	Corrective Action
	<input checked="" type="checkbox"/>	Resource Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Civil Rights		
	<input checked="" type="checkbox"/>	SFA On-Site Monitoring		
	<input checked="" type="checkbox"/>	Local School Wellness Policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Smart Snacks in Schools		
	<input checked="" type="checkbox"/>	Professional Standards		
	<input checked="" type="checkbox"/>	Water		
	<input checked="" type="checkbox"/>	Food Safety, Storage, and Buy American		
	<input checked="" type="checkbox"/>	Reporting and Record Keeping		
	<input checked="" type="checkbox"/>	School Breakfast Program and Summer Meals Outreach		
	<input checked="" type="checkbox"/>	After School Snack		
	<input checked="" type="checkbox"/>	Seamless Summer		
	<input checked="" type="checkbox"/>	Fresh Fruit and vegetable Program		
		Other:		