

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Pea Ridge School District

**Date of Administrative Review (Entrance Conference Date):** November 3, 2020

**Date review results were provided to the School Food Authority:** January 11, 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
✓		Certification and Benefit Issuance	✓	✓
✓		Verification	✓	✓
✓		Meal Counting and Claiming	✓	
	✓	Charge Policy and Unpaid Meal Procedures		

#### Findings:

- 1) Upon review of a statistically valid sample of 328 source documents, the following errors were found:
  - a. The SFA’s online application software contained an internal calculation error that resulted in applications with income frequencies of “two times per month” to be calculated as “every two weeks”.  
This error resulted in:
    - i. eight applications determined as free when they should have been reduced, and
    - ii. four applications determined as reduced when they should have been paid.
  - b. Two benefit issuance errors occurred where applications were correctly calculated, but the eligibility was incorrectly recorded in the benefit issuance system.  
This error resulted in:
    - i. one student recorded as free and should have been paid, and
    - ii. one student recorded as free and should have been reduced.
- 2) 2019 verification was incorrectly completed.
  - a. Tracking forms did not include the confirming official’s signatures.
  - b. Verification was not completed by the November 15 due date. (Notification letters were mailed to households on November 18.)
  - c. One verification application did not include the required written evidence to verify a child income source but was accepted by the district.
- 3) Upon review of the September meal counts, it was discovered that one lunch meal count was omitted from the September edit check at the Jr. High School. This resulted in an underclaim of 164 free meals during the review month.

B. Meal Patterns and Nutritional Quality				
YES	NO		Technical Assistance	Corrective Action
✓		Meal Components and Quantities	✓	✓
	✓	Offer versus Serve		

	✓	Dietary Specifications and Nutrient Analysis		
Findings:				
1) Completion of the USDA Certification sheets for the week of review determined several meal pattern requirements were not met at the Jr. High School. The SFA did not meet the following 7 CFR 210.10, Meal Pattern Requirements:				
a. Grade 9 did not meet the daily 2 oz eq grain requirement during two breakfast meals, nor was the weekly 8-10 oz eq grain requirement met.				
b. Grades 6-8 must be offered ¾ cup red/orange vegetables per week but were only offered 3/8 cup for the week.				
c. Grade 9 must be offered 1 ¼ cup red/orange vegetables per week but were only offered 3/8 cup for the week.				
<b>C. General Program Areas</b>				
<b>YES</b>	<b>NO</b>		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:				
1) The USDA Non-discrimination statement was not included on notification of benefits letters as required by <i>USDA Departmental Regulation 4300-003</i> .				