

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Arkansas Arts

Date of Administrative Review (Entrance Conference Date): December 12th, 2022

Date review results were provided to the School Food Authority: February 3, 2023

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:				
<ol style="list-style-type: none"> 1. Upon review of the district’s eligibility documentation, the following was noted: <ul style="list-style-type: none"> • Of the 232 eligibility source documents reviewed, there were thirteen (13) errors noted. Two (2) applications were missing mandatory information including household members and/or income information. One (1) application was determined as reduced but was coded as free. Five (5) applications were found to be processed as denied but coded as free. Five (5) applications were processed and denied but coded as reduced. • Upon further review of eligibility documentation and meal count consolidation, it was found that for the month of August 2022, the School Food Authority (SFA) claimed all students, regardless of meal status, at the free rate. 2. Upon interview with CND, it was determined that insufficient records were maintained to document verification for the 2022-2023 school year. Documentation including applications selected for verification, proof of household income, Verification Trackers, Verification Narrative, required letters, and any other communication with households was unavailable upon request. 				
B. Meal Patterns and Nutritional Quality				
YES	NO		Technical Assistance	Corrective Action
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Offer versus Serve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dietary Specifications and Nutrient Analysis	<input type="checkbox"/>	<input type="checkbox"/>
Findings:				
<ol style="list-style-type: none"> 1) Upon observation of breakfast meal service, students began exiting the point of service (POS) without a reimbursable meal. A total of two (2) students exited the POS without a ½ cup fruit before technical assistance was provided to staff. 				

1. Upon review of breakfast and lunch production records for the week of October 17-21, 2022, at Arkansas Arts Highschool, the following was noted:
 - Accurate documentation was not maintained. At lunch, there was no clear indication of number of portions served. For both breakfast and lunch, if substitutions to menu items listed on production records were made, crediting was not updated.
 - On October 21, 2022, only a ½ cup of fruit was offered at lunch.

C. General Program Areas

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

Findings:

1. At the time of the review, it was found that several non-domestic food items did not have a signed Buy American Justification form.
2. During the review it was found that the school SFA was not receiving or reviewing Food Service Management Company's (FSMC) menu selections two (2) weeks prior to service as outlined in the FSMC contract on page twenty-one (21).
3. The SFA was selling low calorie, no calorie flavored, and caffeinated beverages in addition to 7th and 8th graders.