

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Bismarck School District  
**Date of Administrative Review (Entrance Conference Date):** February 28, 2023  
**Date review results were provided to the School Food Authority:** March 10, 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 type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Counting and Claiming	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Charge Policy and Unpaid Meal Procedures	<input type="checkbox"/>	<input type="checkbox"/>

#### Findings:

1. Upon review of 355 student meal eligibility source documents, the following was discovered:
  - One (1) SNAP application did not have a case number or other identifier listed; however, a case number was obtained during the onsite visit. According to 7 CFR 245.6(a)(6), if application is being made for a child(ren) who is a member of a household receiving assistance under the SNAP, or is in a FDPIR or TANF household, the application shall enable the household to provide the appropriate SNAP or TANF case number or FDPIR case number or other FDPIR identifier in lieu of names of all household members, household income information and social security number.
  - Two (2) students were coded as free by DC but was not found on a list or by extended benefits. An application was obtained from the household during the onsite visit. According to 7 CFR 245.6(b)(2), The local educational agency may directly certify children for free meals or free milk based on documentation received from the appropriate State or local agency.
2. Upon review of verification documentation from the current school year (2022-23), it was discovered that one (1) household sent in a tax form which is not considered acceptable income documentation. In accordance with 7 CFR 245.6a(f)(2), the documentation must indicate the source, amount, frequency, date, name of recipient, and be reflective of current gross income from any point between the months prior to the free and reduced meal application turned in and the time the household is requested to provide the income documentation. According to 7 CFR 245.6a(a)(7)(ii), if the household does not submit documentation for all incomes listed on the original application or via a collateral contact,

the eligibility must be terminated. Also, the students who received a reduction in benefits due to verification had a status change immediately. In accordance with 7 CFR 245.6a(j), if verification activities fail to confirm eligibility for free or reduced price benefits or should the household fail to cooperate with verification efforts, the school or local educational agency shall reduce or terminate benefits, as applicable, as follows: Ten days advance notification shall be provided to households that are to receive a reduction or termination of benefits, prior to the actual reduction or termination.

3. Upon review of the January 2023 meal counts of the Afterschool Snack Program (ASSP), it was discovered that there was an overclaim of seventy-four (74) meals for the district. In accordance with 7 CFR 210.7(c)(1)(iv), districts must correctly record, consolidate, and report those counts on the claim for reimbursement.

**B. Meal Patterns and Nutritional Quality**

YES	NO		Technical Assistance	Corrective Action
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Components and Quantities	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Offer versus Serve	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dietary Specifications and Nutrient Analysis	<input type="checkbox"/>	<input type="checkbox"/>

Findings:

- 1) N/A

**C. General Program Areas**

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

Findings:

4. The district did not complete onsite monitoring for breakfast and lunch. According to 7 CFR 220.11(d)(1) and 7 CFR 210.8(a)(1), Every school year, each school food authority with more than one school shall perform no less than one on-site review of the counting and claiming system and the readily observable general areas of review cited under § 210.18(h), as prescribed by FNS for each school under its jurisdiction. The on-site review shall take place prior to February 1 of each school year. The district also did not complete onsite monitoring for the Afterschool Snack Program. According to 7 CFR 210.9(c)(7), the program must be reviewed two (2) times a year; the first review shall be made during the first four (4) weeks that the program is in operation each school year.
5. The CND did not have documentation to show that food safety training had been obtained within five (5) years prior or thirty (30) days following her hire. According to 7 CFR 210.30(b)(1)(v) all child nutrition directors must complete at least eight (8) hours of food safety within 30 days of hire or five (5) years prior to start date.

6. A food safety plan and safety data sheets (SDS) were not available at the review site. In accordance with 7 CFR 210.13(c), The school food authority must develop a written food safety program that covers any facility or part of a facility where food is stored, prepared, or served. The food safety program must meet the requirements in paragraph (c)(1) or paragraph (c)(2) of this section, and the requirements in § 210.15(b)(5).