

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Danville

**Date of Administrative Review (Entrance Conference Date):** February 27, 2023

**Date review results were provided to the School Food Authority:** March 1, 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 type="checkbox"/>   | <input checked="" 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 checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/>  | <input type="checkbox"/>            | Meal Counting and Claiming                   | <input checked="" 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) During the review, it was found that a roster, which was taken and marked off in the morning, was being used as meal counts for grades K-4. Those rosters were not being checked again during lunch to ensure accuracy of meals served, which prohibit accurate meal counts for the monthly claim. Per federal regulation 7 CFR 210.8(a), the School Food Authority (SFA), must establish internal controls which ensure accuracy of meal counts for monthly claims.  |                                     |  |                                     |                                     |
| 2) During the review, it was discovered that the SFA’s Point of Sale (POS) system was not taking counts of certain students due to the software’s settings. Due to this issue, several meals were unaccounted for from October 2022 until January 2023. This led to an underclaim of \$595.18 at breakfast and an underclaim of 1,949.03 at lunch, including Performance Based Reimbursement (PBR), for a total underclaim of \$2,544.21. Per federal regulation 7 CFR 210.18(l)(1)(ii) the State Agency must apply fiscal action to the incorrect meal counts at the SFA level.   |                                     |  |                                     |                                     |
| 3) Verification: <ol style="list-style-type: none"> <li>A. An inaccurate number of applications were pulled for verification. The SFA pulled nine (9) applications, per the number of applications on file they should have pulled eight (8) applications. Per federal regulation 7 CFR 245.6a(c)(3)(i), the SFA must verify three (3) percent of all approved applications on file as of October 1.</li> <li>B. One (1) of the nine (9) applications that were pulled for verification was verified incorrectly. It was verified as “free”, based off income provided by household, it should have been verified as “reduced”. CND used the net income instead of the gross income for their calculations.</li> </ol> |                                     |  |                                     |                                     |
| 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)   |                                     |  |                                     |                                     |
| 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 type="checkbox"/>            | <input checked="" type="checkbox"/> | SFA On-Site Monitoring                             | <input type="checkbox"/>            | <input 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 type="checkbox"/>            | <input checked="" type="checkbox"/> | After School Snack                                 | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | <input checked="" 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 checked="" type="checkbox"/> | Other:   | <input type="checkbox"/>            | <input type="checkbox"/>            |

Findings:

1) During the review, it was found that the CND was hired in 2019 and has not become a certified Child Nutrition Director by the state of Arkansas. Per Arkansas Department of Education Rules Governing the Certification and Continuing Professional Development of Child Nutrition Directors, Managers, and Workers 4.02.7, a non-certified CND has 12 months from the date of hire to begin Directors Certification Training Process to be paid out of the Child Nutrition funds.