

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: DeWitt School District

Date of Administrative Review (Entrance Conference Date): 1/23/2023

Date review results were provided to the School Food Authority: 2/13/2023

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 type="checkbox"/>
<input type="checkbox"/>	<input checked="" 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. Upon review of the 2022-2023 verification, several issues were identified: <ul style="list-style-type: none"> • It was found that the district pulled the incorrect number of applications for verification. The District preformed standard sampling and eight (8) applications should have been selected, however, nine (9) applications were selected Per 7 CFR 245.6a(5), SFAs must pull three (3) percent of all applications approved by the local educational agency for the school year, as of October 1 of the school year, selected from error prone applications. • It was found that households who were selected for verification were notified of selection over the phone. 7 CFR 245.6a(f) households selected for verification must be notified in writing that their applications were selected for verification. • Nine (9) applications pulled for verification none were confirmed by the confirming official. Per 7 CFR 245 6a(e)(1)(i), prior to conducting any other verification activity, an individual, other than the individual who made the initial eligibility determination, shall review for accuracy each approved application selected for verification to ensure the initial determination was correct. • Two (2) of the households submitted verification documentation that listed net income instead of gross income. Per federal regulation 7 CFR 245.6a(a)(7)(i) and 7 CFR 245.6a(a)(7)(ii), the only acceptable documents for verification are wage stubs, award letters, letters from employers, and/or collateral contact. • Four (4) households submitted verification documentation that were missing income data. These errors included only submitting documentation to support one adult's income when two adults were listed as receiving income on the application. Per 7 CFR 245.6a(5)(i), verification documentation must include the income received by each member identified by the household member who received the income or an indication which household members had no income; and the source of the income. 				
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 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) Upon observation of breakfast at DeWitt Elementary School on January 24th, 2023, it was noted that students were only offered half a cup of juice at breakfast. According to 7 CFR 220.8 (a)(i), schools must offer a full cup of fruit at fruit at breakfast, half of which can be juice.

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 checked="" type="checkbox"/>
		Local School Wellness Policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Smart Snacks in Schools	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Professional Standards	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Water	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input 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 checked="" 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"/>

Finding

1. Upon a walk-through of DeWitt Elementary School's food storage area on January 24th, 2023, the following issues were discovered:
 - c) It was discovered that there were five (5) boxes directly on the floor. Per Arkansas Food Code 3-305.11, food shall be protected from contamination by being stored at least six (6) inches off the floor.
 - d) Boxes were labelled with the date they were received; however individual cans were not labelled once they were removed from the boxes. Per Arkansas Food Code 3-501.17, all foods must be date labelled in storage.

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