

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Dierks School District

**Date of Administrative Review (Entrance Conference Date):** February 7, 2022

**Date review results were provided to the School Food Authority:** February 28, 2022

### 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 type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input 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 the ninety-one (91) source documents, one (1) application was denied incorrectly based on income. The household should have been reduced. In accordance with 7 CFR 245.6(c)(4) When a household submits an application containing complete documentation and the household's total current income is at or below the eligibility limits specified in the Income Eligibility Guidelines the children in that household must be approved for free or reduced price benefits, as applicable.
- 2) Upon review of verification documentation for the 2021-2022 school year the following was discovered:
  - Verification letters that were sent to households had the incorrect non-discrimination statement. Per FNS 113-1 IX A(3), all information materials and sources, including Web sites, used by FNS, State agencies, local agencies, or other subrecipients to inform the public about FNS programs must contain a nondiscrimination statement.
  - One household did not provide income documentation for each income source listed on the household application. In accordance with 7 CFR 245.6a(f)(4) households refusing to cooperate with efforts to verify, eligibility for free or reduced price benefits shall be terminated.
- 3) Upon review of daily records for January 2022 it was discovered that the high school meal counts for breakfast and lunch were not consolidated for the claim for reimbursement. In addition, daily rosters for lunch at the elementary school was inaccurately counted. This resulted in an underclaim of \$3,354.00 at breakfast and

\$12,494.40 at lunch. In accordance with 7 CFR 220.14 and 7 CFR § 210.8 (b) (4), state agencies must take corrective action in response to any claim for reimbursement filed in error.

4) Upon review of meal counting and claiming procedures, it was discovered that the district was taking lunch counts in the classroom prior to the lunch service. In accordance with 7 CFR 210.7(c)(1)(iii) the Claim for Reimbursement accurately reflects the number of lunches, taken daily at the point of service, which correctly identify the number of free, reduced price and paid lunches served to eligible children.

YES	NO		Technical Assistance	Corrective Action
<input checked="" type="checkbox"/>	<input 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) Upon review of production records and supporting documentation for the week of December 3-7, 2021, the following was discovered:

- On one (1) of the five (5) days only ½ cup fruit was offered to students at breakfast. In accordance with 7 CFR 220.8(c) grades K-8 must be offered 1 cup of fruit at breakfast.
- Over the week of review 55.5% of the total fruit offered was from juice. In accordance with 7 CFR 220.8(c)(b) No more than half of the fruit or vegetable offerings may be in the form of 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 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 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 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 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"/>
<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>