

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Gentry

**Date of Administrative Review (Entrance Conference Date):** March 11, 2020

**Date review results were provided to the School Food Authority:** April 29, 2020

### 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				
<b>A. Meal Access and Reimbursement – Performance Standard 1</b>				
YES	NO		Technical Assistance	Corrective Action
✓		Certification and Benefit Issuance	✓	
✓		Verification	✓	
	✓	Meal Counting and Claiming		
	✓	Charge Policy and Unpaid Meal Procedures		
Findings:				
<ol style="list-style-type: none"> <li>1) Out of the 380 student eligibility source documents, one (1) application was determined free but should have been determined reduced based on income, and two (2) applications were determined reduced but should be free due to the household size. Correct eligibility status letters were drafted and mailed, notifying the household of the change in benefits.</li> <li>2) During the Verification process, out of nine (9) verified applications, one (1) household for whom benefits were reduced was incorrectly notified that reduction in benefits was to occur in three (3) calendar days instead of the ten (10) day notification required in accordance with 7 CFR 245.6(i).</li> </ol>				
<b>B. Meal Patterns and Nutritional Quality</b>				
YES	NO		Technical Assistance	Corrective Action
✓		Meal Components and Quantities	✓	✓
	✓	Offer versus Serve		
	✓	Dietary Specifications and Nutrient Analysis		
Findings:				
<ol style="list-style-type: none"> <li>1) Production records were not completed correctly in accordance with 7 CFR 210.10 (a)(3) <i>Production and menu records</i>. Schools or school food authorities, as applicable, must keep production and menu records for the meals they produce. These records must show how the meals offered contribute to the required food components and food quantities for each age/grade group every day. Recipe numbers were not completed. Meal pattern documentation needed to back up the production records for the week of the review were not provided to fully complete USDA certification worksheets.</li> </ol>				
<b>C. General Program Areas</b>				
YES	NO		Technical Assistance	Corrective Action
	✓	Resource Management		
	✓	Civil Rights		
	✓	SFA On-Site Monitoring		

✓		Local School Wellness Policy		✓
✓		Smart Snacks in Schools	✓	✓
	✓	Professional Standards		
	✓	Water		
	✓	Food Safety, Storage, and Buy American		
	✓	Reporting and Record Keeping		
	✓	School Breakfast Program and Summer Meals Outreach		
	✓	After School Snack		
		Seamless Summer		
	✓	Fresh Fruit and vegetable Program		
	✓	Other:		

Findings:

- 1) Upon observation at Gentry High School, a convenience store run by the Gentry High School Entrepreneurship class called "The Pioneer Choice" operated during the school day. The Administrative Reviewers observed a variety of food and drinks being sold to students. Required documentation was not available to confirm compliance with Smart Snack regulations. According to the *Arkansas Department of Education Rules Governing Nutrition and Physical Activity and Body Mass Index for Age Assessment Protocols in Arkansas Public Schools (May 2016)*, all food and beverages provided and/or sold to students must be Smart Snack compliant. Furthermore, according to the *Arkansas Nutrition Standards Code 8.01.3.1 and 8.01.3.2 (attached)*, during the school day, all schools are prohibited from selling competitive foods or beverages to students anywhere on school premises except prior to the start of the first classes of the school day, or thirty (30) minutes after the last lunch period has ended.
- 2) According to the Arkansas Nutrition Standards 6.06.5, the Wellness Committee is required to review and make written recommendations to CND regarding the district's school meal menus. However, the CND was unable to provide these written recommendations.