

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Jackson County School District
Date of Administrative Review (Entrance Conference Date): February 27, 2023
Date review results were provided to the School Food Authority: March 30, 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"/>	Certification and Benefit Issuance	✓	<input type="checkbox"/>
✓	<input type="checkbox"/>	Verification	✓	<input type="checkbox"/>
<input type="checkbox"/>	✓	Meal Counting and Claiming	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	✓	Charge Policy and Unpaid Meal Procedures	<input type="checkbox"/>	<input type="checkbox"/>
Findings:				
1) Finding (Performance Standard 1 - Certification and Benefit Issuance): Of the 314 source documents reviewed, there were multiple errors identified. <ol style="list-style-type: none"> a. Twelve (12) applications reviewed were determined after ten (10) operating days. According to 7 CFR 245.6(c)(6)(i), the local educational agency must notify the household of the children’s eligibility and provide the eligible children the benefits to which they are entitled within ten (10) operating days of receiving the application from the household. b. One (1) application was correctly denied but incorrectly input in the Point of Sale (POS) system and therefore given a free status instead of a paid status. According to 7 CFR 210.7(c)(1)(i), the School Food Authority (SFA) must correctly approve each child’s eligibility for free and reduced meals. 				
2) Finding (Performance Standard 1 - Verification): During review of verification documents for school year 2022-2023 the following errors were found. <ol style="list-style-type: none"> a. The SFA gave the household ten (10) days before terminating benefits in the letter sent to the household, but never changed the status in POS or eschool for three (3) children on one verified application that went from reduced to paid. According to 7 CFR 210.7(c)(1)(ii), the SFA needs to maintain a system that includes updates of the eligibility of approved children’s status. b. The annual FNS 742, verification collection report indicated that verification activities were completed after November 15, 2022. In accordance with 7 CFR 245.6a(b)(1), the local SFA must complete the verification efforts no later than November 15 of each school year. 				
B. Meal Patterns and Nutritional Quality				
YES	NO		Technical Assistance	Corrective Action
✓	<input type="checkbox"/>	Meal Components and Quantities	✓	✓
<input type="checkbox"/>	✓	Offer versus Serve	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	✓	Dietary Specifications and Nutrient Analysis	<input type="checkbox"/>	<input type="checkbox"/>

Findings:

- 1) Finding (Performance Standard 2 - Meal Components and Quantities): Upon reviewing production records for breakfast for the week of January 23-17, 2023, at Tuckerman High School, errors were discovered.
 - a. Only ½ cup of fruit was being served all five (5) days. According to 7 CFR 220.8(c), at least one (1) cup of fruit is required daily for grades 9-12.
 - b. Only four (4) ounces equivalent (oz eq) of the 9.50 grains served were whole grain-rich which makes the weekly breakfast percentage 42%. It was discovered that the SFA offers three (3) biscuit recipes for breakfast each week. The biscuit product used does not meet whole grain rich requirements. If two (2) oz eq of grains is offered each day, two (2) of the three (3) biscuits need to meet whole grain rich requirements a week. According to 7 CFR 220.8(c), at least 80% of grains offered weekly must meet the whole grain-rich criteria as specified in 7 CFR 220.8(c)(2)(iv)(A), and the remaining grain items offered must be enriched.

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 checked="" type="checkbox"/>	<input type="checkbox"/>	Smart Snacks in Schools	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Other: Food Service Management Company – Contract Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Findings:

- 1) Finding (Smart Snacks): Violations of the Division of Elementary and Secondary Education Rules Governing Nutrition, Physical Activity and BMI for Age Assessment Protocols (DESE Rules) were observed on February 28, 2023, during meal observation. There was a Propel a la carte item offered to High School that was twenty (20) oz. In accordance with DESE Rules 8.01.3.1, “beverages shall be no larger than twelve (12) ounces.”
- 2) Upon review of the OPAA! invoice for the month of January 2023 and the backup documentation provided, the following was discovered (refer to Table 1 for clarity).
 - a. Adult Lunches were seventy-five (75) meals short on the OPAA! invoice.
 - b. Adult Breakfast were five (5) meals short on the OPAA! invoice.
 - c. Student ALC were thirty-three point four one (33.41) meal equivalents short on the OPAA! invoice.
 - d. CACFP Snacks were four (4) meals over on the OPAA! invoice.

Table 1.

Meal Count Summary

Meal	Listed on January 2023 Invoice	State Agency Count
Student ALC	479.49 Meal Equivalents	512.90 Meal Equivalents
Adult Lunches	640.00 Meals	715.00 Meals
Adult Breakfasts	18.00 Meals	23.00 Meals
CACFP Snacks	533.00 Meals	529.00 Meals