

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: LISA Academy

Date of Administrative Review (Entrance Conference Date): 11/12/2025

Date review results were provided to the School Food Authority (Exit Conference Date): 11/14/2025

High Risk Follow-up Required: Yes No

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"/>	Module 1: Eligibility: Certification and Benefit Issuance	✓	✓
✓	<input type="checkbox"/>	Module 2: Verification	✓	✓
✓	<input type="checkbox"/>	Module 3: Meal Counting and Claiming	✓	✓

Findings:

- 1) Upon review of 560 student eligibility documents, it was found that three (3) students were marked homeless but were not listed on the homeless list. As a result, two (2) students determined as free should have been reduced and one (1) student determined as free should have been paid based on reported income. 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. Households with total gross income above the Income Eligibility Guidelines must be denied or paid.
- 2) Upon review of verification documentation from School Year 2024-2025 it was discovered that three (3) households submitted tax returns from 2023 as proof of income. In accordance with 7 CFR 245.6a(a)(7)(i) written evidence shall be used as the primary source of information for verification. Written evidence includes written confirmation of a household's current circumstances. The *Eligibility Manual for School Meals* defines current the gross income received by a household, before deductions, for the current month, or the amount projected for the first month for which the application is filled out, or for the month prior to application.
- 3) Upon breakfast observation at LISA Springdale, it was found that meal counts were taken as students entered the door. In accordance with 7 CFR 210.7(c)(1)(iii) the claim for reimbursement must be based on meal counts taken daily at the point of service. The point of service is defined as the point in the food service operation where a determination can accurately be made that a reimbursable free, reduced price, or paid lunch has been served to an eligible child.

B. Meal Patterns and Nutritional Quality

YES	NO		Technical Assistance	Corrective Action
✓	<input type="checkbox"/>	Module 4: Meal Components and Quantities	✓	✓

Findings:

4) Upon review of production records for the week of October 6-10, 2025, it was discovered that some of the recipes and production records in the nutrition software system did not contain the correct crediting information. In accordance with 7 CFR 210.10(a)(3) records must show how the meals offered contribute to the required meal components and food quantities for each age/grade group. This led to the following:

- At LISA Fayetteville on October 6 and October 10, 1/2 cup of vegetable was served to students in grades K-6.
- At LISA Springdale on October 7, 2025, 5/8 cup of vegetables were served and on October 10 only 1/2 cup of vegetables were served to students in grades K-6.

In accordance with 7 CFR 210.10 students in grades K-8 must be offered 3/4 cup vegetable daily.

5) Upon review of meal service on November 13, 2025, the following was discovered:

- At LISA Rogers- Bentonville High School one of the assorted cereals offered at breakfast contained 12 grams of added sugar per ounce. In accordance with 7 CFR 220.8(c)(2)(iii)(B) breakfast cereals must contain no more than 6 grams of added sugars per dry ounce.
- At LISA Fayetteville only 1/2 cup of vegetable was served at lunch. In accordance with 7 CFR 210.10 students in grades k-8th are required to be served a minimum of 3/4 cup of vegetables daily.

C. General Program Areas

YES	NO		Technical Assistance	Corrective Action
✓	<input type="checkbox"/>	Module 5: Wellness	✓	✓
<input type="checkbox"/>	✓	Module 5: Smart Snacks	<input type="checkbox"/>	<input type="checkbox"/>
✓	<input type="checkbox"/>	Module 6: Food Safety and Storage	✓	✓
<input type="checkbox"/>	✓	Module 7: Hiring and Professional Standards	<input type="checkbox"/>	<input type="checkbox"/>
✓	<input type="checkbox"/>	Module 8: General Area	✓	✓
<input type="checkbox"/>	<input type="checkbox"/>	Module 9: Afterschool Snack	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Module 10: Fresh Fruit and Vegetable Grant Program	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	✓	Module 11: Food Service Management Company	<input type="checkbox"/>	<input type="checkbox"/>

Findings:

6) Upon review of wellness documentation from School Year 2024-2025 it was determined that the wellness committee met twice. In accordance with A.C.A. § 6-20-709 the wellness committee shall provide recommendations to the school district concerning menus and other foods sold in the school cafeteria on a quarterly basis.

7) The food safety plan and safety data sheets were not available at the reviewed sites. In accordance with 7 CFR 210.13(c) The school food authority must develop a written food safety program that covers any facility or part of a facility where food is stored, prepared, or served.

8) Upon review of the storage areas at LISA Fayetteville it was discovered that items in the dry storage, cooler, and freezer were not date labeled. Foods must be labeled and dated in storage (dry storage, coolers, and freezers) to ensure adherence to food safety standards in Arkansas Department of Health Food Code 3-501.16. When received, all foods should be dated to ensure proper use and safety of food supply (FIFO -first in-first out inventory procedures).

9) Upon review of the district's Buy American documentation, it was found that the district was not using the Buy American Tracker to document compliance with Buy American requirements when purchasing non-domestic foods. In accordance with 7 CFR 210.21(d)(5)(ii)(A), by July 1, 2025, non-domestic food purchases must not exceed 10 percent of total annual commercial food costs that a school food authority purchases per school year.

10) Upon review breakfast outreach it was found that the flyer made available to the public did not contain the USDA non-discrimination short statement. In accordance with FNS instruction 113-1 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.