

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Lafayette County

**Date of Administrative Review (Entrance Conference Date):** January 31, 2022

**Date review results were provided to the School Food Authority:** February 10, 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 checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Counting and Claiming	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Charge Policy and Unpaid Meal Procedures	<input type="checkbox"/>	<input type="checkbox"/>
<p>Findings:</p> <ol style="list-style-type: none"> <li>1) Of the 96 student eligibility source documents reviewed there were two (2) applications that were processed and households were notified of eligibility status over the ten (10) day timeframe. One (1) application was missing the determination date. In accordance with 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 10 operating days of receiving the application from the household.</li> <li>2) A review of the 2021-2022 verification file indicated verification errors:                     <ul style="list-style-type: none"> <li>• The application selected for verification was not confirmed by the confirming official. In accordance with 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.</li> <li>• The household selected for verification provided a written statement from a household member stating income. In accordance with 7 CFR 245.6a(a)(7)(i) Written evidence includes written confirmation of a household's circumstances, such as wage stubs, award letters, and letters from employers. Whenever written evidence is insufficient to confirm income information on the application or current eligibility, the local educational agency may require collateral contacts.</li> </ul> </li> <li>3) Upon reviewing the supporting documents for the December 2021 claim for reimbursement, an error was found resulting in an underclaim of \$22.14 at breakfast. 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.</li> </ol>				
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 review of production records for the week of December 6-10, 2021 it was discovered that records for breakfast and lunch contained incomplete and inaccurate information. In accordance with 7 CFR 220.8(a)(3) and 7 CFR 210.10 (a)(3) 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.

**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 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"/>

Findings:

1)