

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Marmaduke

**Date of Administrative Review (Entrance Conference Date):** 1/24/22

**Date review results were provided to the School Food Authority:** 3/17/22

### 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 checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" 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) Finding (Meal Access and Reimbursement - Performance Standard 1): Of the 271 source documents reviewed, there were multiple errors identified.
  - a. Two (2) applications were determined incorrectly. One application went from free to reduced and one application went from free to paid. 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.
  - b. Two (2) applications were not updated in eSchool. According to 7 CFR 245.6(c)(6), the SFA has ten (10) operating days from the day an application is received to provide eligible children benefits according to application determination.
  - c. One (1) application did not have an adult signature. According to 7 CFR 245.6(a)(7), applications must be signed by an adult member of the family.
  - d. One (1) application was determined over the ten (10) operating day requirement. According to 7 CFR 245.6(c)(6)(i), the SFA has ten (10) operating days, starting the day the application was received, to process the application and notify the household of children's eligibility.
- 2) Finding (Meal Access and Reimbursement - Performance Standard 1): During review of verification documentation for school year 2021-2022, there were multiple errors identified.
  - a. Confirmation reviews were done. However, one (1) web-based application was not determined correctly and not caught on the confirmation review. The application should have been denied and therefore, not verified. According to 7 CFR 245.6a(e), prior to household notification of verification, a confirmation review must be completed and if the status changes, the application must be replaced.
  - b. The standard sample size was correctly determined to be five (5), however, one (1) application was incorrectly determined and should have been a paid application. Therefore, only four (4) applications were verified instead of five (5). According to 7 CFR 245.6a(c), SFA must verify appropriate sample size.
  - c. As a result of verification, three (3) applications required adverse action. The SFA did not update eligibility status to benefit issuance list. According to 7 CFR 245.6a(j), if the household fails to confirm eligibility or to response then the SFA should reduce or terminate benefits ten (10) days after sending households notification.

<b>B. Meal Patterns and Nutritional Quality</b>				
<b>YES</b>	<b>NO</b>		<b>Technical Assistance</b>	<b>Corrective Action</b>
<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) During review of production records and completion of the USDA Meal Certification Worksheets for the week of December 6-10, 2021, there were multiple errors identified.
  - a. For one (1) of five (5) days at breakfast, one (1) line only offered 0.5 ounce equivalents daily grain requirements. According to 7 CFR 220.8(c), one (1) ounce equivalent of grain is required.
  - b. For one (1) of five (5) days at lunch, one (1) line only offered 0.5 ounce equivalents daily grain requirements. According to 7 CFR 210.10(c), one (1) ounce equivalent of grain is required.
  - c. The total amount of whole grains served did not meet the minimum whole grain requirement. According to 7 CFR 210.10(c)(2)(iv) and 7 CFR 220.8(c)(2)(iv), all grains must be made with enriched and whole grain meal or flour, in accordance with the most recent grains Food and Nutrition Service guidance. Whole grain-rich products must contain at least 50 percent whole grains and the remaining grains in the product must be enriched.
- 2) Finding (Meal Pattern and Nutritional Quality - Performance Standard 2): When reviewing menus provided for the month of December 2021 three (3) of the thirteen (13) serving days had grain-based desserts planned and a grain-based dessert was served on the day of review. According to the Child and Adult Care Food Program (CACFP) meal pattern, listed in 7 CFR 226.20(a)(4)(iii), grain-based desserts do not count towards meeting the grains requirement.

<b>C. General Program Areas</b>				
<b>YES</b>	<b>NO</b>		<b>Technical Assistance</b>	<b>Corrective Action</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Resource Management	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Civil Rights	<input checked="" 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 checked="" type="checkbox"/>	After School Snack	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Seamless Summer	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" 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) Finding (General Areas): Upon review, it was observed that the Notice to Household of Approval/Denial of Benefits notification 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 websites, used by FNS, State agencies, local agencies, or other subrecipients to inform the public about FNS programs must contain a nondiscrimination statement.