

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Ouachita River School District

Date of Administrative Review (Entrance Conference Date): December 12, 2016

Date review results were provided to the School Food Authority: January 11, 2017

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

If yes, please indicate the areas and what issues were identified in the table below.

YES	NO	REVIEW FINDINGS		
X	<input type="checkbox"/>	A. Program Access and Reimbursement		
		YES	NO	
		X	<input type="checkbox"/>	Certification and Benefit Issuance
		X	<input type="checkbox"/>	Verification
		<input type="checkbox"/>	X	Meal Counting and Claiming
		Finding(s) Details: 1) A print formatting error was found on applications from Oden campus. The error caused confusion by households on how to complete the application, a few applications did not have all the information required. 2) One application chosen for verification was not an error prone application as required. 3) The Confirming Official was not confirming that applications were determined correctly prior to the household being notified of verification.		
X	<input type="checkbox"/>	B. Meal Patterns and Nutritional Quality		
		YES	NO	
		<input type="checkbox"/>	X	Meal Components and Quantities
		<input type="checkbox"/>	X	Offer versus Serve
		X	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis
		Finding(s) Details: 1) While completing the Dietary Specification Risk Tool the menu planner indicated that the food products being used were low sodium and low fat. It was observed during time of review that vegetables, soups, gravies, and sauces in store rooms were not labeled low sodium or low fat.		

		2) During a review of nutrient analysis supplied by the menu planner it was discovered that low fat and low sodium products were used in the analysis, making all documentation of dietary specifications inaccurate.	
X	☐	C. School Nutrition Environment	
		YES	NO
		☐	X
		☐	X
		☐	X
		☐	X
		☐	X
		☐	X
		☐	X
		X	☐
		☐	X
		☐	X
		☐	X
		☐	X
Finding(s) Details: 1) The SFA's Material Safety Data Sheets (MSDS) are required to be updated as product changes or every three years. The documentation on file at the district was old and did not have all of the required information.			
☐	X	D. Civil Rights	
Finding(s) Details:			
X	☐	E. Other	
Finding(s) Details: 1) SFA need to closely monitor the contract with K-12 Culinary Connections to ensure that the consultant is fulfilling all of the agreed upon terms.			