

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: **Piggott School District**

Date of Administrative Review (Entrance Conference Date): **October 27<sup>th</sup>, 2025**

Date review results were provided to the School Food Authority (Exit Conference Date): **December 5<sup>th</sup>, 2025**

High Risk Follow-up Required: ☒ Yes ☐ No

### General Program Participation

- 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
- Does the School Food Authority operate under any Special Provisions? (Select all that apply)
  - ☐ Community Eligibility Provision
  - ☐ Special Provision 2

### Review Findings

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

- Finding (Module 2: Verification):** Upon review of verification documents for SY 2024-2025, of the eight (8) applications selected for verification, six (6) applications had errors:
  - One (1) verified application listing one (1) student, two (2) errors were discovered.
    - One (1) source document submitted by the household was incorrectly verified. The household was verified by net income instead of gross income.
    - The household was originally determined as freebased on net income but should have been reduced based on gross income.

In accordance with 7 CFR 245.6a(f)(7), “based on the verification activities, the local educational agency shall make appropriate modification to the eligibility determinations made initially”.

- Two (2) verified applications, each listing one (1) student, two (2) errors were discovered each
  - One (1) verified application listing one (1) student, the household documentation submitted by the household was accepted as income documentation containing a screen shot of a bank statement on an app. The documentation submitted did not provide frequency and gross pay.
  - One (1) verified application listing one (1) student, the household documentation submitted by the household was accepted as income documentation was a bank statement that did not provide gross pay.

In accordance with 7 CFR 245.6a(f)(2), “the documentation submitted for verification must indicate the source, amount, frequency, date, and name of recipient and be reflective of the current gross income from any point between the months prior to the free and reduced meal application is turned in and the time the household is requested to provide the income documentation”.

- iii. Both students' eligibility status was kept free, no change. Due to incomplete documentation the students' eligibility status should have been moved to paid. In accordance with 7 CFR 245.6a(f)(7), "based on the verification activities, the local educational agency shall make appropriate modification to the eligibility determinations made initially".
- c. One (1) verified application listing one (1) student, three (3) errors were discovered
  - i. The original meal application listed earnings from work as \$11.00 per hour weekly but did not include hours per week worked.
  - ii. The household did not submit income documentation for all incomes listed on the original application. In accordance with 7 CFR 245.6a(a)(7)(ii), "if the household does not submit documentation for all incomes listed on the original application or via a collateral contact, the eligibility must be terminated".
  - iii. The students' eligibility status was kept free, no change but due to incomplete documentation submitted, the students' eligibility status should be paid. In accordance with 7 CFR 245.6a(f)(7), "based on the verification activities, the local educational agency shall make appropriate modification to the eligibility determinations made initially".
  - iv. Income source documentation submitted by the household did not contain all the required information to correctly verify the household's income. In accordance with 7 CFR 245.6a(f)(2), "the documentation submitted for verification must indicate the source, amount, frequency, date, and name of recipient and be reflective of the current gross income from any point between the months prior to the free and reduced meal application is turned in and the time the household is requested to provide the income documentation".
- d. Two (2) verified applications listing one (1) student each, had one error discovered
  - i. Households whose benefits decreased as a result of verification were given less than ten (10) days' notice before the change in benefits were made. In accordance with 7 CFR 245.6a(j), ten days advance notification shall be provided to households that are to receive a reduction or termination of benefits, prior to the actual reduction or termination. The first day of the 10-day advance notice period shall be the day the notice is sent.

#### **B. Meal Patterns and Nutritional Quality**

YES	NO		Technical Assistance	Corrective Action
✓	<input type="checkbox"/>	Module 4: Meal Components and Quantities	✓	✓
<p><b>2. Finding (Module 4: Meal Pattern and Nutritional Quality):</b> Upon review of Piggott Elementary School breakfast and lunch production records, as well as observation of breakfast and lunch meal service, it was noted that students under the age of 24 months, were not served unflavored whole milk. In accordance with 7 CFR 220.8(o)(2) and 7 CFR 210.10(p)(2), the minimum amounts of meal components to be served at lunch (and breakfast) are as follows: Must serve unflavored whole milk to children ages 12 months to 24 months.</p>				
<p><b>3. Finding (Module 4: Meal Pattern and Nutritional Quality):</b> Upon review of Elementary lunch production records for the week of October 27<sup>th</sup> – 30<sup>th</sup>, 2025, the following meal pattern errors were found:</p> <ul style="list-style-type: none"> <li>a. On October 21<sup>st</sup>, 2025, production records indicated ½ cup of crinkle fries were planned to be served but did not fill out preparation and serving details.</li> </ul>				

- b. On October 23<sup>rd</sup>, 2025, production records indicated ½ cup of tater-tots were planned to be served but did not fill out preparation and serving details.
- c. On October 28<sup>th</sup>, 2025, production records indicated pinto beans were planned to be served but did not fill out preparation and serving details.

In accordance with 7 CFR 210.10(a)(3), Schools or school food authorities, as applicable, must keep production records and menu records for meals they produce. These records must show how the meals offered contribute to the required meal components and food quantities for each age/grade group every day.

Incomplete documentation of production records led to the following dates not meeting the daily vegetable requirement for grades K-8:

- c. October 21<sup>st</sup>, 2025, production records indicated ½ cup vegetable was served.
- d. October 23<sup>rd</sup>, 2025, production records indicated 1/2 cup vegetable was served.

In accordance with 7 CFR 210.10(c), schools must offer the meal components and quantities required in the lunch meal pattern established in the following table: In a five (5) day/week school, grades K-8 need a minimum of ¾ cup vegetable per day.

#### C. General Program Areas

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

- 4. Finding (Module 5: Wellness and Smart Snacks):** Upon review of Wellness Meeting documentation, menus have not yet been reviewed for the current school year. It was also discovered that the wellness meetings are not publicly posted, including how to join the committee, dates and times of the meetings, wellness meeting agenda, and wellness meeting minutes. In accordance with A.CA. § 6-20-09, recommendations to the school district concerning menus and other foods sold in the school cafeteria must be provided on a quarterly basis.