

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Pine Bluff School District

Date of Administrative Review (Entrance Conference Date): 12/16/2025

Date review results were provided to the School Food Authority (Exit Conference Date): 12/18/2025

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

Findings:

B. Meal Patterns and Nutritional Quality

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

Findings:

- 1) Upon observation of breakfast meal service at Forrest Park/Greenville Preschool on December 17, 2025, it was observed that kindergarten students were being offered half a cup (1/2 C.) of fruit. Upon further investigation, it was revealed that the apples that were served were incorrectly credited as a one (1) cup of fruit, when they were only large enough to credit as half a cup (1/2 C) per the USDA's Food Buying Guide (FBG). Per 7 CFR 220.8 (c), students being served the kindergarten through 5th grade meal pattern must be offered at least 1/2 C. of fruit per day.
- 2) Upon observation of lunch meal service at Pine Bluff Junior High School on December 17, 2025, it was observed that Offer vs. Serve (OVS) was not being implemented correctly. Child nutrition staff were requiring students to take a milk. Per 7 CFR 210.10(e), schools implementing OVS must allow students to decline two (2) components at lunch as long as they take at least half a cup (1/2 C.) of fruit or vegetable.

C. General Program Areas

| YES | NO | | Technical Assistance | Corrective Action |
|-------------------------------------|-------------------------------------|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Module 5: Wellness | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Module 5: Smart Snacks | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Module 6: Food Safety and Storage | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Module 7: Hiring and Professional Standards | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Module 8: General Area | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Module 9: Afterschool Snack | <input checked="" type="checkbox"/> | <input checked="" 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"/> |

Findings:

- 1) Upon review of the items for sale a la carte at Pine Bluff Junior High School, Pine Bluff High School, and the 9th Grade Academy, it was found that there were no fruit options at the point of sale. Per Arkansas Nutrition Standards 9.02.3.A, a choice of at least two (2) fruits and/or 100% fruit juices must be offered for sale at the same time and place whenever competitive foods are sold.
- 2) Upon observation of the food preparation and storage areas, the following seven (7) errors were found:

- a. At Forrest Park/Greenville Preschool, two (2) dented cans were observed in dry storage; and at Pine Bluff Junior High School, three (3) dented cans were observed in storage. Per FDA Food Code 3-201.11, food in rusted and dented cans may present a food safety hazard.
- b. At both Forrest Park/Greenville Preschool and Pine Bluff Junior High School, commodities were not labeled and kept separate from other items. Per 7 CFR 250.12(b), the School Food Authority (SFA) must store USDA donated food separately from other items and keep a separate inventory.
- c. At Pine Bluff Junior High School, the food storage areas and kitchen were visibly soiled. Per Arkansas Food Code 3-305.11(A)(1), food shall be protected from contamination by storing the food in a clean, dry location.
- d. At Pine Bluff Junior High School, there was liquid egg spilled on the floor of one of the coolers. Per FDA Food Code 3-302.11(A)(3), food shall be protected from cross contamination by cleaning and sanitizing equipment and utensils.
- e. At Pine Bluff Junior High School, there were two (2) packages of raw ground beef stored directly on top of fresh lettuce intended to be eaten raw. Per Arkansas Food Code 3-302.11(A)(b)(c), food shall be protected from cross-contamination by separating raw animal foods from raw, ready to eat fresh vegetables during storage, preparation, holding and display.
- f. At Pine Bluff Junior High School, there were several boxes stored on risers less than six (6) inches off the floor in the outdoor freezer Per Arkansas Food Code 3.305.11(A)(3), food shall be protected from contamination by being stored at least six (6) inches from the floor.
- g. At Pine Bluff Junior High School, there were several items in storage without date labels. Per Arkansas Food Code 3-501.16, all foods should be labeled with the date received to ensure proper use and safety of the food supply following the FIFO procedure (First in, First out).

3) Upon review of the district's program promotion documentation for the current school year (SY 2025-2026), it was discovered that the SFA did not notify students and families about the availability of the School Breakfast Program (SBP). Per 7 CFR 210.12(d)(1), SFAs must inform families about the availability of breakfast for students to the maximum extent practicable.

4) Upon review of the SFA's documentation for civil rights, the following two (2) errors were discovered:

- a. The flyer promoting the Seamless Summer Option (SSO) meal program was missing the nondiscrimination statement. Per FNS Instruction 113-1 IX A Nondiscrimination Statement, all information materials and sources, including websites, used by the Food and Nutrition Service (FNS), state agencies, local agencies, or other subrecipients to inform the public about FNS programs must contain a nondiscrimination statement.
- b. Upon observation of lunch meal service at Pine Bluff Junior High School, it was observed that staff were separating students by gender. Per memo SP 31-2015, SFAs, institutions, and organizations participating in the Child Nutrition Programs are not permitted to separate children on any protected basis during the service of program meals or snacks, in keeping with Federal non-discrimination laws and policies as outlined for USDA programs in 7 CFR 15, 15a, and 15b. Federal law prohibits discrimination based on gender at any educational institution receiving Federal assistance.

5) Upon observation of the afterschool snack program, the following two (2) errors were noted:

- a. Upon observation of afterschool snack meal service at Forrest Park/Greenville Preschool on December 17, it was observed that snacks being served to kindergarten students contained approximately 1/4 cup of fruit. Per 7 CFR 210.10(1)(ii)(o), SFAs serving the K-12 afterschool snack meal pattern must serve at least 3/4 cup of fruit.
- b. Upon review of afterschool snack documentation, it was discovered that the SFA had not completed the onsite monitoring form for the current school year. Per 7 CFR 210.9(c)(7), the afterschool snack program must be reviewed twice a year, with the first review happening within four (4) weeks of the program starting operations.