

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Springdale Public Schools

Date of Administrative Review (Entrance Conference Date): October 10, 2022

Date review results were provided to the School Food Authority: October 31, 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				
<b>A. Meal Access and Reimbursement – Performance Standard 1</b>				
YES	NO		Technical Assistance	Corrective Action
✓	<input type="checkbox"/>	Certification and Benefit Issuance	✓	✓
✓	<input type="checkbox"/>	Verification	✓	✓
<input type="checkbox"/>	✓	Meal Counting and Claiming	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	✓	Charge Policy and Unpaid Meal Procedures	<input type="checkbox"/>	<input type="checkbox"/>
<p>Findings:</p> <p>Of the 590 source documents reviewed for free and reduced meal benefits, the following errors were observed:</p> <ul style="list-style-type: none"><li>• One (1) application was determined reduced and should have been free,</li><li>• two (2) applications did not have an adult signature, and</li><li>• one (1) application did not have the last four digits of the adults' social security number or identification that the adult does not have a social security number.</li></ul> <p>Upon review of 55 applications pulled for the following was discovered:</p> <ul style="list-style-type: none"><li>• Some verification letters that were sent to households were missing the non-discrimination statement and the Richard B. Russell National School Lunch Act statement.</li><li>• Five (5) applications selected for verification did not include written evidence of the frequency of payment from the household. Three (3) applications selected for verification were processed using an extended timeframe including tax returns from 2020 and a collateral contact letter from 2019.</li></ul>				
<b>B. Meal Patterns and Nutritional Quality</b>				
YES	NO		Technical Assistance	Corrective Action
✓	<input type="checkbox"/>	Meal Components and Quantities	✓	✓
<input type="checkbox"/>	✓	Offer versus Serve	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	✓	Dietary Specifications and Nutrient Analysis	<input type="checkbox"/>	<input type="checkbox"/>
<p>Findings:</p> <p>Upon review of menus and production records at sites selected for meal observation the following was discovered:</p>				

- Production records during the month of review showed one (1) of the five (5) days juice was offered to preschool students during breakfast and lunch meal service.
- As observed on the day of review during breakfast meal service, a grain-based dessert was counted and credited to preschool students.

**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 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 checked="" type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>

Findings: