

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Stuttgart School District

**Date of Administrative Review (Entrance Conference Date):** April 12, 2023

**Date review results were provided to the School Food Authority (Exit Conference Date):** April 14, 2023

### 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 type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Verification	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Counting and Claiming	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Charge Policy and Unpaid Meal Procedures	<input type="checkbox"/>	<input type="checkbox"/>
<b>Findings:</b> 1) Upon review of the Eschool Meal Status Roster on April 12, 2023, two (2) errors were found: <ol style="list-style-type: none"><li>a. Eleven (11) students who were coded as 01 (free) should have been coded as 04 (direct certification) due to extension of benefits. Per 7 CFR 245.2, if any child is identified as a member of a household receiving assistance under SNAP, FDPIR, or TANF, all children in the family shall be categorically eligible for free meals.</li><li>b. Three (3) students whose families did not respond to requests for verification should have been coded as 03 (paid) in Eschool but were still coded as 02 (reduced). Per 7 CFR 245.2, if a family fails to respond to requests for verification, their status must be changed to paid within ten (10) days of notice of adverse action.</li></ol>				
<b>B. Meal Patterns and Nutritional Quality</b>				
YES	NO		Technical Assistance	Corrective Action
<input type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Offer versus Serve	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis	<input type="checkbox"/>	<input type="checkbox"/>
<b>Findings:</b>				

C. General Program Areas				
YES	NO		Technical Assistance	Corrective Action
<input type="checkbox"/>	<input type="checkbox"/>	Resource Management	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Civil Rights	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	SFA On-Site Monitoring	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy	✓	✓
<input type="checkbox"/>	<input type="checkbox"/>	Smart Snacks in Schools	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Professional Standards	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Water	<input type="checkbox"/>	<input type="checkbox"/>
✓	<input type="checkbox"/>	Food Safety, Storage, and Buy American	✓	✓
<input type="checkbox"/>	<input type="checkbox"/>	Reporting and Record Keeping	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	School Breakfast Program and Summer Meals Outreach	<input type="checkbox"/>	<input type="checkbox"/>
✓	<input type="checkbox"/>	After School Snack	✓	✓
<input type="checkbox"/>	<input type="checkbox"/>	Seamless Summer	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input 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) Upon review of daily records for the month of March for afterschool snacks, it was found that the district was claiming meals based on enrollment. In accordance with 7 CFR 210.9(b)(9), counts the SFA shall count the number of free, reduced price and paid reimbursable meals served to eligible children at the point of service. The SFA could not provide point of service counts for afterschool snacks in the month of March.
- 2) Upon a walk-through of Stuttgart Junior High School's dry storage area on April 13, 2023, it was discovered that several spices, sauces, and canned goods were not labelled with the date opened or received. Per Arkansas Food Code 3-501.17, all foods must be date labelled in storage.
- 3) Upon a walk-through of the Stuttgart Junior High School Kitchen's storages areas on April 13, 2023, it was found that two (2) products needed Buy American Justification Statements. The two products were pineapple chunks grown in Indonesia and cherry tomatoes grown in Mexico. Per the Buy American Provision 7 CFR 210.21(d) federal regulations require that program operators purchase and use domestic agriculture products to the maximum extent possible. There are a few exceptions to the Buy American requirement.
- 4) Upon review of the production records for the Afterschool Snack Program, it was discovered that only four (4) ounces of fruit juice were served. Per 7 CFR 210.10(a)(1)(ii), schools offering afterschool snack must meet the meal pattern requirements.
- 5) It was discovered that the school district did not complete on-site monitoring for breakfast and lunch. According to 7 CFR 220.11(d)(1) and 7 CFR 210.8(a)(1): every school year, each school food authority with more than one school shall perform no less than one on-site review of the counting and claiming system and the readily observable areas of review cited under 210.18(h), as prescribed by FNS for each school under its jurisdiction. The on-site review shall take place prior to February 1 of each school year. Additionally, the district did not complete monitoring for the Afterschool Snack Program. According to 7 CFR 210.9(c)(7), the program must be reviewed two times a year; the first review shall be made during the first four (4) weeks the program is in operation each school year.
- 6) Upon review of the districts Local Wellness Committee activities, the following was discovered:
  - a. The school district could not provide documentation that the Triennial Assessment was completed.
    - i. The districts Wellness Policy has not been reviewed or updated within the past three years, with the last documented review occurring in 2019.
    - ii. The Wellness Policy has not been made available to the public.
    - iii. The district could not provide documentation that the Wellness Policy has been compared to a model policy.
    - iv. The district could not provide documentation of its assessment of compliance of the Wellness Policy.

In accordance with 7 CFR 210.31(e)(2) at least once every three years, the district must assess compliance with the local school wellness policy and make assessment results available to the



public. The assessment must measure the implementation of the local school wellness policy and include: the extent to which schools under the jurisdiction of the local educational agency are in compliance with the local school wellness policy, the extent to which the local educational agency's local school wellness policy compares to model local school wellness policies, and a description of the progress made in attaining the goals of the local school wellness policy.

- b. The school district could not provide documentation of quarterly menu reviews or feedback given to the CND. Per A. C.A. § 6-20-709 and the Arkansas Department of Education Rules Governing Nutrition & Physical Activity Standards and Body Mass Index for Age Assessment Protocol in Arkansas Public Schools (6.06.5), the Wellness Committee is required to review district menus and other foods sold in the cafeteria on a quarterly basis.