# Oklahoma State Department of Education (SDE) <br> Child Nutrition Programs (CNP) <br> ADMINISTRATIVE REVIEW (AR) SUMMARY 

Name of School Food Authority (SFA): Shidler Public School $\qquad$ County DistrictCode: 57-I011

Superintendent: Rick Rogers
Address of SFA: 213 S WG Ward $\qquad$ City: Shidler Zip Code: 74652

CN Specialist(s) Conducting Review: Kristen Schoeling
An AR of your SFA's CNP operation has been completed. The SFA was foundin: $\square$ Compliance Noncompliance

Review Month:Feb. 2023
Date of Review: 3/27-28\&4/3/23 Date ReviewClosed: pending $\qquad$ Number of Schoolsin SFA: $3 \quad$ Number ofSchools Reviewed:1__Number of Eating Sites Reviewed: 1 List schools reviewed for the following CNP:

National School Lunch Program (NSLP): Shidler Middle School

School Breakfast Program (SBP): Shidler Middle School

After-School Snack Program (ASSP): N/A
Special Milk Program (SMP): N/A
Fresh Fruit and VegetableProgram (FFVP): Ward Elementary School
Seamless Summer Food Program (SSFP): N/A
Does the SFA operate under any special provisions: (Select any that apply)Provision 1Provision 2Provision 3
$\square$ Community Eligibility Provision (CEP)
This SFA had violations in the following areas:
$\checkmark$ PS-1 Violations
$\checkmark$ PS-2 Violations
$\square$ Resource Management Violations (Indicate area of violation)Maintenance of the NonprofitPaid Lunch Equity
$\checkmark$ Revenue from Nonprogram FoodsIndirect CostsGeneral Area Violations

If applicable, mark appropriate boxes:Recalculation requiredFiscal Action Workbook completed

| YES | NO |  |  | REVIEW FINDINGS |
| :---: | :---: | :---: | :---: | :---: |
| - | $0$ | A. Program Access and Reimbursement |  |  |
|  |  | YES | NO |  |
|  |  | (-) | $\bigcirc$ | Certification and Benefit Issuance |
|  |  | $\bigcirc$ | - | Verification |
|  |  | $\bigcirc$ | - | Meal Counting and Claiming |

Finding(s) Details:
Certification and Benefit Issuance - 7 CFR 245.6
Requirement: \#126 Selected applications were not correctly approved
Findings: There were 4 applications involving 7 students that were not approved correctly resulting in mis-categorization of benefit issuance. Fiscal action workbook was completed for this finding.
Corrective Action Required: Adverse action letters must be sent to the households affected. A copy of the adverse action letter must be sent in as corrective action documentation.

| YES | NO |  |  | REVIEW FINDINGS |
| :---: | :---: | :---: | :---: | :---: |
| $\bigcirc$ | $0$ | B. Meal Patterns and Nutritional Quality |  |  |
|  |  | YES | No |  |
|  |  | $\bigcirc$ | $\bigcirc$ | Meal Components and Quantities |
|  |  | $\bigcirc$ | $\bigcirc$ | Offer versus Serve |
|  |  | $\bigcirc$ | $\bigcirc$ | Dietary Specifications and Nutrient Analysis |

Finding(s) Details:
Meal Components and Quantities - 7 CFR $210.10 \& 220.8$
Requirement: \#410 Planned menu quantities do not meet meal pattern requirements for the review period.
Findings: For the 6th-8th grade grouping, bean/legume subgroup was not met for the week of 2/6-9/23; Insufficient grain is being served for baked potato/breadstick option; Insufficient meat/meat alternate and bread/grain is being served for PB\&J option. This is not a repeat violation therefore fiscal action will not be assessed.
Corrective action Required: Grain and meat issue were correctly during review. Lunch production records, with labels and recipes, will be submitted for the week of April 10-13 and April 17-20, 2023 as part of corrective action plan.

Offer versus Serve - 7 CFR 201.10 \& 220.8
Requirement: \#500 Offer versus serve must be properly implemented.
Findings: Pre-plating is taking place at breakfast, preventing students from declining food items. At lunch, if students select the canned fruit option, they are being required to take 1 cup of fruit.
Corrective Action Required: SFA must allow options for food choices, with exception of one choice must be at least $1 / 2$ cup of fruit component.

Requirement: \#501 Cafeteria staff must be adequately trained on OVS.
Finding: Documentation was not available to indicate all cafeteria staff had received offer vs serve training.
Corrective Action Required: All child nutrition staff, who are responsible for serving and identifying reimbursable meals, must complete offer vs serve training. Certificates and/or sign-in sheets will be submitted as part of the corrective action plan.

| YES | NO |  |  | REVIEW FINDINGS |
| :---: | :---: | :---: | :---: | :---: |
| $0$ | $\bigcirc$ | C. School Nutrition Environment |  |  |
|  |  | YES | NO |  |
|  |  | $\bigcirc$ | © | Food Safety |
|  |  | $\bigcirc$ | O | Local School Wellness Policy |
|  |  | $\bigcirc$ | O | Competitive Foods |
|  |  | - | $\bigcirc$ | Other Non Program Foods |

Revenue from Nonprogram Foods - 7 CFR 210.14(f)
Requirement \#8b-9: SFA must include all nonprogram food revenue and cost to accurately calculate the ratio.
Finding: It does not appear proper coding took place for all nonprogram foods. SFA does not have any ala carte expenditures or revenue reported; ala carte items were sold in the 2021-2022 school year. Ala carte revenue and expenditures must be coded correctly using 1720 as revenue source code and 3110 as expenditure function code.
Corrective Action Required: Submit a copy of the April expenditure/revenue report showing proper coding of ala carte expenditure/revenue.

| $\bigcirc$ | D. Civil Rights |
| :--- | :--- | :--- |
| Finding(s) Details: |  |

Finding(s) Details:

## Comments/Recommendations:

Observation did not take place for FFVP due to program not in operation during review.

SFA should not use salad bar as a fruit/vegetable component due to inconsistent monitoring.

Fiscal action workbook was completed. However, fiscal action will not be assessed against the district due to not exceeding the $\$ 600$ disregard.

CORRECTIVE ACTION REQUIRED TO BE COMPLETED BY(§210.18[i][2]): J/1ग/Lد

## CORRECTIVE ACTION DOCUMENTATION REQUIRED IN STATE AGENCY BY (§210.18[j][2]):

6/15/23
( 30 days from the date the corrective action must be completed)
An exit conference was conducted ( $\$ 210.18[\mathrm{i}[2]$ ) discussing the AR Reviewfindings on: 4/3/23
with Rick Rogers, Superintendent
(Name and Title of School Representative)
CNP Specialist(s): Kristen Schoeling
Section 207 of the HHFKA amended section 22 of the NSLA (42 U.S.C. 1769c) to require state agencies to report the final results of the AR to the public in an accessible, easily understood manner in accordance with the guidelines promulgated by the Secretary. Regulations at 7 CFR 210.18(m) require the State Agency to post a summary of the most recent final AR results for each SFA on the State Agency's publicly available Web site no later than 30 days after the State Agency provides the final results of the AR to the SFA. The State Agency must also make a copy of the final AR report available to the public upon request.

