

**Oklahoma State Department of Education (SDE)  
Child Nutrition Programs (CNP)  
ADMINISTRATIVE REVIEW (AR) SUMMARY**

Name of School Food Authority (SFA): \_\_\_\_\_ County District Code: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Address of SFA: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Consultant(s) Conducting Review: \_\_\_\_\_

An AR of your SFA's CNP operation has been completed. The SFA was found in:      Compliance      Noncompliance

Review Month: \_\_\_\_\_ Date of Review: \_\_\_\_\_ Date Review Closed: \_\_\_\_\_

Number of Schools in SFA: \_\_\_\_\_ Number of Schools Reviewed: \_\_\_\_\_ Number of Eating Sites Reviewed: \_\_\_\_\_

List schools reviewed for the following CNP:

National School Lunch Program (NSLP): \_\_\_\_\_

School Breakfast Program (SBP): \_\_\_\_\_

After-School Snack Program (ASSP): \_\_\_\_\_

Special Milk Program (SMP): \_\_\_\_\_

Fresh Fruit and Vegetable Program (FFVP): \_\_\_\_\_

Seamless Summer Food Program (SSFP): \_\_\_\_\_

Does the SFA operate under any special provisions: (Select any that apply)

Provision 1

Provision 2

Provision 3

Community Eligibility Provision (CEP)

This SFA had violations in the following areas:

PS-1 Violations

PS-2 Violations

Resource Management Violations (Indicate area of violation)

Maintenance of the Nonprofit

Paid Lunch Equity

Revenue from Nonprogram Foods

Indirect Costs

General Area Violations

If applicable, mark appropriate boxes:

Recalculation required

Fiscal Action Workbook completed

YES	NO	REVIEW FINDINGS			
		<b>A. Program Access and Reimbursement</b>			
		YES	NO		
				Certification and Benefit Issuance	
				Verification	
		Meal Counting and Claiming			

Finding(s) Details:

YES	NO	REVIEW FINDINGS			
		<b>B. Meal Patterns and Nutritional Quality</b>			
		YES	NO		
				Meal Components and Quantities	
				Offer versus Serve	
				Dietary Specifications and Nutrient Analysis	

Finding(s) Details:

YES	NO	REVIEW FINDINGS		
		<b>C. School Nutrition Environment</b>		
		YES	NO	
				Food Safety
				Local School Wellness Policy
				Competitive Foods
		Other		

Finding(s) Details:

		<b>D. Civil Rights</b>		
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Finding(s) Details:

**Comments/Recommendations:**

**CORRECTIVE ACTION REQUIRED TO BE COMPLETED BY (§210.68[k]):** \_\_\_\_\_

**CORRECTIVE ACTION DOCUMENTATION REQUIRED IN STATE AGENCY BY (§210.18[K][1]):**

\_\_\_\_\_ **(30 days from the date the corrective action must be completed)**

An exit conference was conducted (§210.18[i]) discussing the AR Review findings on: \_\_\_\_\_

with \_\_\_\_\_ (Name and Title of School Representative)

CNP Consultant(s): \_\_\_\_\_

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.

\_\_\_\_\_  
Signature of School Representative

\_\_\_\_\_  
Date

Date Review Summary Was Publicly Posted: \_\_\_\_\_

## ALEX PUBLIC SCHOOL

### **Certification and Benefit Issuance 7 CFR 245.6**

#### **#126 & 137**

**Requirement:** All applications must be correctly approved, and the SFA must accurately transfer the correct benefit from the eligibility determination document to the point of service benefit issuance document.

**Finding:** Four students were approved for reduced but qualified for free because they were directly certified. One student was approved for free but had no application on file. Three students were approved for free but applications were incomplete. One student was approved for free but only eligible for reduced benefits.

**Corrective Action:** All eligibility must be corrected and documentation sent to the state agency.

#### **#133, 134, 135 & 140**

**Requirement:** All direct certified students must be identified on the roster as directly certified. Direct Certification list must be maintained by the SFA. The SFA must update benefit issuance documents accurately and in a timely manner upon receipt of direct certification updates.

**Finding:** Twenty-two students were found on the direct certification list but was not identified on the roster as being directly certified. The direct certification list was printed at the time of review.

**Corrective Action:** All directly certified students must be identified on the roster and transferred to the benefit issuance document accurately. Documentation must be sent to the State Agency.

### **Meal Access and Reimbursement-Verification 7 CFR 245.6(a)**

#### **#207**

**Requirement:** The SFA must complete verification.

**Finding:** The SFA did not complete verification on free and reduced family size and income applications.

**Corrective Action:** One person from the SFA must attend the ABVM training and correctly perform the verification process.

#### **208a**

**Requirement:** A confirmation review of all applications chosen for verification must be completed. The confirming official must sign the application showing the confirmation review was completed.

**Corrective Action:** When completing the 2019-2020 verification, a conformation review must be completed and the confirmation official must sign the application showing a conformation review was completed.

#### **#211**

**Requirement:** SFA's verification letter must include all required information.

**Finding:** A verification letter was not available for review.

**Corrective Action:** The SFA must ensure the letter they are using includes all the required information.

#### **#212**

**Requirement:** The SFA must meet the follow-up requirements if the household fails to respond to the request for verification.

**Finding:** No follow-up documentation was available for review.

**Corrective Action:** The verification process must be completed in the 2019-2020 school year. All verification documentation must be maintained. For households that fail to respond, follow up requirements must be met.

**#215a**

**Requirement:** Verification must be completed by Nov. 15.

**Finding:** Verification was not completed by Nov. 15.

**Corrective Action:** The verification for school year 2019-2020 must be completed by Nov. 15.

### **Meal Counting and Claiming 7 CFR 210.7(C)**

**#320**

**Requirement:** Meal counts by category must be combined and recorded correctly.

**Finding:** Meal count totals are not being combined and recorded correctly.

**Corrective Action:** Meal counts must be taken from accurate edit checks and not from the food service management invoices.

**#325b**

**Requirement:** The counts by category must be correctly used in the claim for reimbursement.

**Finding:** Counts were calculated incorrectly and therefore, the claims for reimbursement were incorrect.

**Corrective Action:** Accurate edit checks must be used to obtain counts by category to be used in the claim for reimbursement.

### **Resource Management-Non-Program Foods 7 CFR 210.14(f)**

**Requirement:** The SFA must access its compliance with non-program foods. The SFA must ensure that it includes all of its non-program food cost and revenues in its calculations, and that the revenue and food cost ratios are calculated and the ratios are compliant with USDA requirements.

**Finding:** The revenue and food cost from non-program food was not in compliance with USDA requirements. Revenue for adult meals was not collected or coded to non-program foods.

**Corrective Action:** Revenue and expenditures must be correctly coded to non-program foods.

### **After School Snacks 7 CFR 2109 (c) (7)**

**#4, 6, 7 & 8**

**Requirement:** After School snacks must be properly counted and claimed. Documentation must be maintained including, attendance sheets, meal count sheets, monitoring forms, food production records, and proof on enrichment activities. All after school snack must be served after the school day has ended.

**Finding:** Attendance sheets were not available for review. Meal count sheets were not correctly completed.

**Corrective Action:** Attendance sheets, meal count sheets, production records and monitoring sheets must be correctly completed before claiming for reimbursement.