

**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: \_\_\_\_\_

## Catoosa Public Schools Child Nutrition Administrative Review Findings Verification - 7 CFR 245.6 (a)

Requirement #207b: The verified applications on file must match the number reported on the most recent FNS-742.

Finding: The SFA's FNS-742 report does not match the number of verified applications on file.

Corrective Action Required: The SFA must develop a plan to ensure the FNS-742 report will match the number of verified applications on file.

Requirement #208a Documentation must be provided to support the confirmation review took place.

Finding: A confirmation was not conducted by the SFA.

Corrective Action Required: The SFA must develop a plan to ensure a confirmation review will take place when conducting the verification process.

Requirement: #208b SFA must follow the required procedures if the confirmation review does not validate original determination

Finding: The SFA did not conduct a confirmation review.

Corrective Action Required: The SFA must have a written plan to ensure confirmation reviews are conducted.

Requirement #209: Applications subject to verification were not properly selected in accordance with the sample size option used.

Finding: Verification was not completed accurately. CEP students should not be asked to complete Family Size and Income Applications and be a part of the verification process.

Corrective Action Required: The SFA must develop a plan to ensure CEP students do not complete Family Size and Income Applications and are not a part of the verification process.

Requirement #209c: All applications selected for review must be verified correctly.

Finding: Applications selected were not correctly verified.

Corrective Action Required: The SFA must develop a written plan to ensure applications selected for review will be verified correctly.

Requirement Question #212: The SFA must follow the follow-up guidelines when the household fails to respond to the request for verification.

Finding: There was not any follow up notification information provided at the time of the review.

Corrective Action Required: The SFA must develop a written plan to ensure follow-up guideline are being met when the household fails to respond to verification procedures.

Requirement Question #213: The SFA's adverse action letter must contain are required information including appeal rights.

Finding: Adverse action procedures were not followed.

Corrective Action Required: Provide copies of the adverse action letters sent during the review. Attach the adverse action letters to the corrective action submitted to the state agency.

Requirement Question #214a: The SFA must make updates to the eligibility status to benefit issuance list.

Finding: The SFA did not update the eligibility status benefit issuance list.

Corrective Action Required: The SFA must provide rosters showing verification eligibility were changed based on adverse action letters.

Requirement Question #214b: The benefits must be increased no later than 3 calendar days.

Finding: Benefits were never increased.

Corrective Action Required: Provide rosters that have been updated according to verification results.

Requirement Question #214c: Households which benefits changed to reduced or terminated were given 10 calendar days written in adverse action notice.

Finding: Benefits were not terminated for households who did not respond or changed to reduced benefits.

Corrective Action Required: The SFA must develop a written plan how follow ups are going to be conducted.

Requirement Question #215a: The SFA must complete verification by November 15<sup>th</sup>.

Finding: The SFA did not complete verification by November 15<sup>th</sup>.

Corrective Action Required: The SFA must develop a written plan on how the SFA will ensure verification will be completed by November 15<sup>th</sup>.

Requirement Question #215b: The SFA must get SA approval for an extension until December 15.

Finding: No extension was requested by the SFA.



Corrective Action Required: If the SFA cannot meet the deadline the SFA must request in writing an extension is needed.

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