

**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			
		A. Program Access and Reimbursement			
		YES	NO		
				Certification and Benefit Issuance	
				Verification	
		Meal Counting and Claiming			

Finding(s) Details:

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

Finding(s) Details:

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

Finding(s) Details:

		D. Civil Rights		
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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: _____

Claremore PS 66-I001 Administrative Review Findings

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

Questions: #4a, 6a 6b 7a & 7b

Requirement: 4a 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 of enrichment activities. Staff must maintain adequate records making sure students have an educational enrichment activity, take all components if the student is taking the snack, maintain separate and accurate attendance records and meal counts.

Finding: Meal counts and attendance records are not being maintained as separate records. Students were not taking all components of the snack offered, teachers were eating snacks, and all students were being counted in the snack count even though all students were not taking snack.

Corrective Action: The district will provide a written plan on how they will maintain adequate attendance & meal counts as separate documents. Provide a copy of May attendance and meal counts showing corrective action has been implemented.

Requirement: 6a 6 b Food Production Records must list each component, reflect the planned portion sizes and meet meal pattern requirements.

Finding: Food Production Records failed to meet requirements, documenting number of planned servings prepared, and number of snacks taken by students.

Corrective Action: Maintain copy of daily food production records with correct information, number prepared/planned and number of snacks taken by students. Submit copy of May snack production records.

Requirement: 7a 7b The After School Snack program must be monitored within the first four weeks of operation.

Finding: The district did not monitor the After School Snack program with in the first four weeks of operation.

Corrective Action: The district must conduct monitor reviews and submit copies as corrective action.

Section V General Program Compliance

CFR SFA On-Site Monitoring - 7 CFR 210.8(a)(1) & 7 CFR 210.11(d)

Requirement: 901a & b. On-site review of the lunch counting and claiming procedures must be completed by February 1. District must request and have approval by the State Agency for an extension.

Findings: The district failed to complete on-site reviews by the February 1, deadline and extension was not requested by the school district.

Corrective Action Required: Submit copies of completed on-site reviews for lunch.

Requirement: 901d & e. On-site review of the breakfast counting and claiming procedures must be completed by February 1. District must request and have approval by the State Agency for an extension.

Findings: The district failed to complete on-site reviews by the February 1, deadline and extension was not requested by the school district.

Corrective Action Required: Submit copies of completed on-site reviews for breakfast.