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

Name of School Food Authority (SFA): Fanshawe Public School County District Code: 40-C039

Superintendent: Wes McGowen

Address of SFA: P.O. Box 100 City: Fanshawe Zip Code: 74935

Consultant(s) Conducting Review: Jill Lowe, Tammy Flute and Sharon Wheeler

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

Review Month: 9/2019 Date of Review: 10/21-23/2019 Date Review Closed: pending

Number of Schools in SFA: 1 Number of Schools Reviewed: 1 Number of Eating Sites Reviewed: 1

List schools reviewed for the following CNP:

National School Lunch Program (NSLP): Fanshawe PS (105)

School Breakfast Program (SBP): Fanshawe PS (105)

After-School Snack Program (ASSP): Fanshawe PS (105)

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:

*Meal Components and Quantities -7 CFR 210.10 &220.8
Requirement : #409 Production Records must be correctly completed daily and kept for 3 years after the claim for reimbursement has been filed.
Finding: Production Records for Breakfast and Lunch for September 3-16, 2019 were not available for review.
Corrective Action Required: FSD must email Production Records weekly to SA.

* After School Snack Program -7 CFR 210.9 (c)(7)
Requirement: Production Records must be completed correctly and kept for 3 years after the claim for reimbursement.
Finding: Production records were not being completed for the ASSP.
Corrective Action Required: The FSD must email the SA weekly After School Snack production records.

*Professional Standards 7 CFR 210.31
Requirement: At least one person from the SFA is required to be trained annually in Applications, Benefit Issuance, Verification, and Meal Counting and Claiming.
Finding: The ABVM Training was not completed for the SFA for SY 2019/20.
Corrective Action Required: SFA must have someone complete ABVM training and send the certificate of completion to SA.

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

Finding(s) Details:

*Food Safety CFR 210.13
Requirement : Foods must not be stored on the floor.
Finding: Boxes of food were stored on the floor in the freezer, cooler and storage room.
Corrective Action Required: All Food safety regulations must be followed and food must not be stored on the floor.

*Resource Management
Revenue from Non-Program Foods - 7 CFR 210.14 (f)
After completing the comprehensive resource management review for Revenue from non-program foods, it was determined that this was not an area that needed corrective action.

*Reporting and Record Keeping - 7 CFR 210.23 (c)
Requirement : Records must be completed and retained for 3 years after the claim for reimbursement.
Finding: When verifying the Three years records from prior years, several months of production records were missing and SY 16/17 was unavailable for review.
Corrective Action Required: SFA must ensure all Child Nutrition Records are being completed and stored for 3 years.

*Adult Meals 7 CFR 210.14 (f)
Requirement: Adult meals must be reported on the claim for reimbursement.
Finding: Adult meal are not being reported on the claim for reimbursement for SY 2018/19 or SY 2019/20.
Corrective Action Required: SFA must report all adult meals on each claim for reimbursement.

◉	○	**D. Civil Rights**

Finding(s) Details:

*Civil Rights -7 CFR 210.23(b)
Requirement: #810 Program materials distributed to the public are not using the appropriate non-discrimination statement.
Findings: The menu being distributed does not include the correct non-discrimination statement.
Corrective Action Required: The correct non-discrimination statement must be printed on the menu and all Child Nutrition material distributed to the public. Technical Assistance was given and Corrective action was received while at the SFA.

Comments/Recommendations:

CORRECTIVE ACTION REQUIRED TO BE COMPLETED BY(§210.18[i][2]): 11/25/2019

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

12/25/2019 **(30 days from the date the corrective action must be completed)**

An exit conference was conducted (§210.18[i][2]) discussing the AR Review findings on: 10/23/2019

with Wes McGowen, Supt. (Name and Title of School Representative)

CNP Consultant(s): Jill Lowe, Tammy Flute and Sharon Wheeler

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: December 4, 2019