

**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: _____

GREASY PUBLIC SCHOOL

Certification and Benefit Issuance-7 CFR 245.6

#137

Requirement: The SFA must accurately transfer the correct benefit from eligibility determination to the point of service.

Finding: Two students were approved for reduced and were not eligible. Six students were approved for free and were only eligible for reduced benefits.

Corrective Action: All students must have correct eligibility transferred to the point of service. Free, reduced and paid rosters need to be corrected and sent to the State Agency.

General Compliance Professional Standards-7 CFR210.31

#1214

Requirement: All food service directors must complete twelve hours of professional training each year.

Finding: Food Service director only has seven hours of professional training.

Corrective Action: Professional standard hours must be completed. Offer vs serve training must be completed, and certificates of completion must be sent to the State Agency.

#1216

Requirement: All full time child nutrition staff must complete six hours of professional training.

Finding: The two full time cooks only have one hour of professional training (civil rights).

Corrective Action: The two full time cooks must complete five more hours of training. Offer vs Serve training must be one of the topics of training. Certificates of completion must be sent to the State Agency

Food Safety, Storage and Buy American CFR 210.13

#1400

Requirement: A copy of the written food safety plan must be available at each school.

Finding: A copy of the written food safety plan was not available for review.

Corrective Action: A copy of the written food safety plan must be kept on site in the lunchroom. This was corrected before the review was completed.

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

#207a

Requirement: The SFA must complete verification.

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

Corrective Action: After completing verification for the 2019-2020 school year, all verification documentation must be sent to the State Agency.

#207b

Requirement: Verified application must match the number reported on the FNS-742.

Finding: The FNS-742 states that zero applications were verified. The verification folder available for review had one application verified.

Corrective Action: After completing verification for the 2019-2020 school year, all verification documentation must be sent to the State Agency.

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: After completing verification for the 2019-2020 school year, all verification documentation must be sent to the State Agency.

#209

Requirement: Applications for verification must be selected from free and reduced applications.

Finding: The application chosen for verification was an application approved as paid.

Corrective Action: After completing verification for the 2019-2020 school year, all verification documentation must be sent to the State Agency.

#211

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

Finding: A verification letter was not available for review.

Corrective Action: After completing verification for the 2019-2020 school year, all verification documentation must be sent to the State Agency.

#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: After completing verification for the 2019-2020 school year, all verification documentation must be sent to the State Agency.

#215a

Requirement: Verification must be completed by Nov. 15.

Finding: Verification was not completed by Nov. 15.

Corrective Action: After completing verification for the 2019-2020 school year, all verification documentation must be sent to the State Agency.

Meal Components and Quantities-7 CFR 210.10 & 220.8

#400a & 401

Requirement: All required meal components must be available on every reimbursable meal to all participating students.

Finding: Prior to the lunch service on the day of review, the meal was short the meat component. A one ounce cheese stick was added. The vegetable component was short. Vegetarian beans were added.

Corrective Action: Production records must be sent to the State Agency showing the minimum meal pattern is being met for both breakfast and lunch.

Offer vs Serve Day of Review-7 CFR 201.10 & 220.8

#500 Requirement: Students must be offered five components for lunch and students must have the opportunity to choose all components or at least three with one being ½ cup of fruit or vegetable. For breakfast, they have to be offered four food items, and the student must have the opportunity to choose all four food items or at least three food items with one being ½ cup fruit or vegetable.

Finding: Breakfast plates were being prepared before the student got to the serving line. Offer vs Serve was not being implemented properly.

Corrective action: Plates need to be prepared with the student being at the serving line. The students must have the opportunity to choose which components they want on their plate. Only 69 students were on the roster. The cooks have plenty of time to let the students make their choices.

#501

Requirement: Cafeteria staff must be trained on offer vs serve annually.

Finding: Cafeteria staff only have one hour of training which is on civil rights.

Corrective Action: All cafeteria staff, including the child nutrition director must be trained on offer vs serve. When the offer vs serve training is completed, certificate of completion must be sent to the State Agency.

#409

Requirement: Production records and other supporting documentation for the review period must indicate that all required meal components per weekly meal pattern requirements were offered and served to students.

Finding: On 12/05/2018 & 12/12/2018, fruit was not offered. On 12/13/2018 & 12/17/2018, milk was not offered.

Corrective Action: Production records must be sent to the State Agency to show the minimum meal pattern is being met.

#410 a,b & c, & #412

Requirement: Menu quantities must meet minimum meal pattern requirement.

Finding: Breakfast: on 12/04/2018, only ½ of the minimum grain requirement was met.

Lunch: On 12/11/2018, crispitos were served with no child nutrition label, (the crispitos were counted as both meat & grain) so there was no way to determine the amount of each component. Only ½ cup of vegetable was offered. On 12/13/2018, 12/14/2018, & 12/18/2018, the vegetable component was short.

Corrective Action: Production records must be sent to the State Agency to show the minimum meal pattern is being met.

#603

Requirement: All meals must be compliant with the USDA's minimum meal pattern requirements.

Finding: Results from the nutrient assessment menu worksheet show noncompliance with the USDA's minimum meal pattern requirements.

Corrective Action: Production records must be sent to the State Agency to show the minimum meal pattern is being met.