

**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: _____

Langston Hughes Academy Arts and Technology Findings Verification-7 CRF 245.6(a) Continued:

Requirement #140 The SFA must update benefit issuance documents accurately and in a timely manner upon receipt of Direct Certification updates.

Finding: The SFA did not provide documentation during the review of Direct Certification updates.

Corrective Action Required: The SFA must develop a plan to ensure Direct Certification updates will be implemented accurately.

Requirement #207a: The SFA must complete verification by November 15.

Finding: The SFA did not complete verification by Nov 15. The documentation (applications selected for verification) provided during the review were dated March 1, 2019.

Corrective Action Required: The SFA must develop a plan to ensure verification will be completed by Nov 15.

Requirement#207b: The number of applications file match the most recent FNS-742 as reviewed.

Finding: The SFA did not provided documentation showing the number of reviewed applications for FNS-742 report.

Corrective Action Required: The number of applications reported on the FNS-742 report must match the number of applications selected for verification. The SFA must develop a plan to submit to the state agency on how it will ensure the FNS-742 report matches the number of applications selected for verification.

Requirement #208a: When conducting a confirmation review the SFA must maintain documentation to demonstrate the confirmation review took place.

Finding: At the time of the review documentation was not provided to show a confirmation review was conducted.

Corrective Action Required: The SFA must develop a plan to submit to the state agency to ensure a confirmation review took place with supporting documentation.

Requirement #208b The SFA must follow required procedures if the confirmation review did not validate original documentation.

Finding: The SFA did not follow required procedures concerning the confirmation review.

Corrective Action Required: The SFA must ensure it will follow required procedures when conducting a confirmation review.

Requirement#209a: The applications subject for review must be properly selected in accordance with the sample size.

Finding: At the time of the review the SFA did not provide documentation demonstrating the correct number of applications were selected for verification. However through email two applications were sent both were signed March 1, 2019.

Corrective Action Required: The SFA must provide a written plan to the state agency on how they will ensure the correct number of applications will be selected for verification and meeting the deadline for verification.

Requirement#209b: If the SFA chooses to replace applications for verification it must be done correctly and limit it to 5% of the applications.

Finding: The SFA did not provide documentation nor could they demonstrate how they would replace applications.

Corrective Action Required: The SFA must demonstrate if they have to replace selected application for verifications it will be done in accordance with the 5% applications.

Requirement#209c: Applications selected must be verified correctly.

Finding: The applications were not verified correctly. The SFA should have verified 3 applications the SFA only provided 2 applications and those applications were dated March 1, 2019.

Corrective Action Required: The SFA must demonstrate in a written plan how they will correctly complete verification. This plan must be submitted to the state agency.

Requirement#210a: The SFA must attempt to directly verify applications.

Finding: At the time of the review the SFA did not provide documentation applications were directly certified

Corrective Action Required: The SFA must develop a written plan to ensure applications could be directly certified and submit the plan to the state agency.

Requirement#210b: The SFA attempts to directly certify applications they must ensure the requirements are met.

Finding: The SFA did not make sure the requirements were met when directly certifying.

Corrective Action Required: The SFA must develop a written plan to ensure requirements are met when directly certifying applications. This plan must be submitted to the state agency.

Requirement#211: The SFA must have a notification letter with all required documentation.

Finding: The SFA did not provide a notification letter during the time of the review.

Corrective Action Required: The SFA must provide a notification letter with all required documentation see page E-91 in the Child Nutrition Manual.

Requirement#212: The SFA must follow up if the household failed to respond.

Finding: The SFA did not conduct verification correctly therefor the SFA did not follow up if the household failed to respond.

Corrective Action Required: The SFA must develop a plan to ensure verification is completed correctly and follow up if a household does not respond to verification.

Requirement#213: The SFA notice of adverse must provide all required information including appeal rights

Finding: The SFA did not provide all required information and appeal rights on adverse action.

Corrective Action Required: The SFA must provide accurate notice of adverse action with all information including appeal rights and submit to the state agency.

Requirement#214a: SFA must maintain updates to eligibility status benefits list.

Findings: The SFA did not maintain updates to the eligibility status.

Corrective Action Required: The SFA must maintain an updated eligibility status benefits list and submit a written plan to ensure this list is maintained.

Requirement#214b. The SFA must ensure benefits are increased no more than 3 calendar days

Finding: The SFA did not provide documentation to ensure these benefits were being corrected.

Corrective Action Required: The SFA must develop a written plan to ensure eligibility status benefits are maintained accurately.

Requirement#214c. The SFA must ensure if benefits are reduced or terminated the household must be given 10 calendar days in writing.

Finding: During the review documentation was not provided in writing to the state agency that students benefits were being terminated or reduced and were not given 10 calendar days. The SFA did not follow procedures to correctly terminate benefits or reduced benefits to students who did not qualify.

Corrective Action Required: The SFA must develop a written plan to ensure who no longer qualify or qualify for reduced benefits will receive notification in writing and given 10 calendar days. This plan must be submitted to the state agency.

Requirement#215a The SFA must complete verification by November 15.

Finding: The SFA did not complete verification by November 15. The applications that were given for supporting documentation during the review were applications signed and dated March 1 2019.

Corrective Action Required: The SFA must develop a written plan to ensure the SFA will complete verification by November 15.

Requirement #215b If the SFA does not complete verification the SFA must ask for an extension

Finding: The SFA did not complete verification by November 15 and it did not ask for an extension to the state agency.

Corrective Action Required: If the SFA cannot complete verification by November 15 the SFA must ask the state agency for an extension. The SFA must have a written plan on how they will meet the deadline for verification and if the SFA cannot meet the deadline the SFA will ask for a deadline extension.

Meal Counting and Claiming 7 CFR 210.7(c)

Requirement#314 The SFA must follow the application and agreement with the state agency. Including the Point of Service.

Finding: The SFA is not following the application and agreement with the state agency.

Corrective Action Required: The SFA must develop a written plan on how to ensure the SFA will comply with the application and agreement with the state agency. This plan must be submitted to the state agency.

Requirement #317a The counting and claiming system implemented prevent overt identification of students receiving free and reduced price benefits.

Finding: The day of observing breakfast and lunch students were writing names on a sheet of paper when they entered the POS. The students were not supervised, students were writing names and leaving the cafeteria without taking a meal. The state agency asked numerous times for breakfast and lunch counts broke down by free, reduced and paid. The numbers were never received.

Corrective Action Required: The SFA must develop a written plan on how they will ensure the POS system is accurately implemented preventing overt identification of students receiving free and reduced priced benefits, and making reports immediately available from the POS.

Requirement#318 The SFA must provide an accurate count by eligibility category at the point of service.

Finding: On the day of meal observation the SFA could not provide an accurate count by eligibility category at the point of service.

Corrective Action Required: The SFA must provide a written plan to ensure an accurate count by eligibility category at the point of service will be available to the state agency.

Requirement#320: The meal counts by category combined and are recorded accurately.

Finding: The SFA on the day of review couple not provide a record of meal counts broken down by free, reduced and paid.

Corrective Action Required: The SFA must develop a plan how the SFA will ensure all meal counts will be recorded accurately and broken down by free, reduced, paid.

Meal Components and Quantities

Requirement#404a: Signage must be posted explaining a reimbursable meal for breakfast.

Finding: The SFA did not have signage explaining a reimbursable meal for breakfast.

Corrective Action Required: The SFA must have signage displayed in the cafeteria explaining a reimbursable breakfast meal.

Requirement#404b Signage must be posted explaining a reimbursable meal for lunch.

Finding: The SFA did not have signage explaining a reimbursable meal for lunch.

Corrective Action Required: The SFA must have signage displayed in the cafeteria explaining a reimbursable lunch meal.

Requirement#500. The SFA is implementing Offer vs Serve

Finding: The SFA must implement Offer vs Serve due to being a secondary site. Offer vs Serve at breakfast was not being implemented correctly.

Corrective Action Required: The SFA must develop a written plan on how to implement Offer vs Serve correctly.

Requirement#502 The SFA must display signage explaining a reimbursable meal meeting the requirement to select $\frac{1}{2}$ cup of fruit/vegetable.

Finding: The SFA does not have signage posted explaining a reimbursable meal meeting the requirement to select $\frac{1}{2}$ cup of fruit/vegetable.

Corrective Action Required: The SFA must post signage explaining a reimbursable meal meeting the requirement to select $\frac{1}{2}$ cup of fruit/vegetable.

Requirement#409: The production records and supporting documentation during review month meet pattern requirements

Finding: The production records were not maintained accurately.

Corrective Action Required: The SFA must maintain food production records accurately. The SFA must submit completed accurate food production records to the state agency.

Requirement#410a The planned quantities must meet meal patterns.

Finding: The food production records are not accurately maintained. There is missing information.

Corrective Action Required: The SFA must complete food production records accurately and completely without missing information. The SFA must submit completed food production records to the state agency.

Requirement#410b The food production records and supporting documentation must indicate required food quantities are available.

Finding: The SFA's food production records and supporting documentation did not indicate the required quantities were available.

Corrective Action Required: The SFA must submit food production records with supporting documentation completed accurately with complete information.

Requirement#412: The SFA must meet requirements to have the 6 cents certification.

Finding: The SFA has not met the requirements to have the 6 cents certification.

Corrective Action Required: The SFA should complete necessary requirements to meet the 6 cent certification.

Requirement#603: The SFA may ask for assistance when completing the off site assessment before the review.

Finding: The SFA did not ask for assistance completing the off-site and the off-site was not completed correctly nor in a timely manner. The administrative review notice was sent in October 2018 stating the review would take place the mid December 2018. The information was not complete, the review had to be rescheduled for May. The information was still not completed.

Corrective Action Required: The SFA needs to ask for assistance when completing off site information for the administrative review. The SFA needs to complete information in a timely manner

Requirement#605 The SFA must complete nutrient analysis information.

Finding: The SFA did not complete information regarding a nutrient analysis to determine if the SFA was a high risk for low risk,

Corrective Action Required: The SFA must submit a written plan how they will complete information to the state agency to ensure requirements are being met to indicate if the SFA is a low risk for high risk assessment.

Professional Standards 7CFR210.31

Requirement#810: The SFA must use the appropriate non-discrimination statement on program materials.

Finding: The SFA did not use the appropriate nondiscrimination statement on materials.

Corrective Action Required: The SFA must submit program materials with the appropriate non-discrimination statement.

Requirement#1214: The SFA is required to have a director who has or plan to complete training.

Finding: The SFA does not have a child nutrition director

Corrective Action Required: The SFA must have director and the director must complete the required training.

Requirement#1215: The SFA is required to have a manager who has or plans to complete training.

Finding: The SFA does not have a manager.

Corrective Action Required: The SFA must have a manager and the manager will complete training.

Requirement#1400: The SFA must have a written food safety plan

Finding: The SFA did not provide a food safety plan at the time of review.

Corrective Action Required: The SFA must provide a food safety plan to the state agency.

Requirement#1501 Records are required to be kept for 3 years plus current year.

Finding: The SFA could not provide all current records and could not locate the previous year's records.

Corrective Action Required: The SFA needs to maintain current records and locate previous year's records.

Competitive Foods 7CRF210.11&220.12

Requirement#1105a: The food and beverages sold during the school day must meet smart snack standards.

Finding: Students have access to vending machines in the cafeteria. The items in the vending do not smart snack standards. The vending machines are in competition with the national school lunch and breakfast program.

Corrective Action Required: The SFA must have written policy for competitive foods and smart snacks. The policy must be sent to the state agency.

Requirement#1106: The SFA is holding fundraisers during the school day where students can purchase food or beverages the items need to be smart snack compliant.

Finding: The SFA is operating vending machines during the school day competing with national school lunch and national school breakfast programs. The items in the vending machines do not meet smart snack standards.

Corrective Action Required: The SFA must have a written policy for fundraisers to be compliant with smart snack standards. The SFA must submit policy to the state agency.

Requirement#1406: The most recent health inspection must be posted in a public visible location

Finding: The SFA did not have the most recent health inspection posted.

Corrective Action Required: The SFA must post the most recent health inspection.

Resource Management Maintenance of Non-PROFIT Food Service Account-7CFR210.14&Adult Meals FNS Instruction 782-5Rev.1

Requirement#7: SFA must calculate its compliance with the revenue from nonprogram food requirements in 7 CFR 210.14

Finding: The SFA did not use any type of process to code the nonprogram revenue to child nutrition.

Corrective Action Required: The SFA must correctly code nonprogram revenue to child nutrition. The SFA must develop a plan and submit to the state agency how it will ensure all child nutrition coding will be completed accurately.

Requirement#9 The SFA must correctly calculate its nonprogram food ratio and its food cost ratio.

Finding: The SFA is not coding non-program ratio and its food cost ratio.

Corrective Action Required: The SFA must develop a plan to ensure all child nutrition coding expenditures and revenues are coded correctly. This plan will need to be submitted to the state agency.

Due to the SFA not coding revenue and expenditures accurately it is difficult to determine the status of the child nutrition account.

