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

Name of School Food Authority (SFA): Norwood Public School
County District Code: 11-C014

Superintendent: Diana Garnatz

Address of SFA: 7966 West 790 Road City: Hulbert
Zip Code: 74441

Consultant(s) Conducting Review: Pat Gower

An AR of your SFA’s CNP operation has been completed. The SFA was found in:

☐ Compliance ☑ Noncompliance

Date of Review: 12/9, 12-16/2015 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): Norwood Elementary

School Breakfast Program (SBP): Norwood Elementary

After-School Snack Program (ASSP): Norwood Elementary

Special Milk Program (SMP): NA

Fresh Fruit and Vegetable Program (FFVP): NA

Seamless Summer Food Program (SSFP): NA

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:

☐ P5-1 Violations ☐ P5-2 Violations ☐ Resource Management Violations
☑ General Area Violations ☐ Recalculation required
<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>REVIEW FINDINGS</th>
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<tbody>
<tr>
<td></td>
<td>✓</td>
<td>A. Program Access and Reimbursement</td>
</tr>
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<td></td>
<td></td>
<td>YES</td>
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<tr>
<td></td>
<td>✓</td>
<td>Certification and Benefit Issuance</td>
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<td></td>
<td>✓</td>
<td>Verification</td>
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<td></td>
<td>✓</td>
<td>Meal Counting and Claiming</td>
</tr>
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Finding(s) Details:
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<tr>
<th>YES</th>
<th>NO</th>
<th>REVIEW FINDINGS</th>
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<tbody>
<tr>
<td></td>
<td>✔</td>
<td>B. Meal Patterns and Nutritional Quality</td>
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<td></td>
<td>YES</td>
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<td></td>
<td>✔</td>
<td>Meal Components and Quantities</td>
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<td>Offer versus Serve</td>
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<td>Dietary Specifications and Nutrient Analysis</td>
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Finding(s) Details:
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**REVIEW FINDINGS**

### C. School Nutrition Environment

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- **Food Safety**
- **Local School Wellness Policy**
- **Competitive Foods**
- **Other**

**Finding(s) Details:**

**Requirement:**
The minimum required elements which should be addressed in a district’s school wellness policy include goals for Nutrition Education, Nutrition Promotion, Physical Activity, Nutrition Guidelines to promote student health and reduce childhood obesity for all Foods Available on Campus, and Other School-Based Activities.

**Findings:**
The Local School Wellness Policy was completed at the time of review, but has not been approved by school board.

**Corrective Action Required:**
Ensure Local School Wellness Policy contains required elements and is approved by the school board. Provide documentation of Wellness Policy approved by the school board.

**Requirement:**
Inform and update the public (including parents, students, and others in the community) about the content and implementation of local wellness policies.

**Findings:**
The Local School Wellness Policy and the Wellness Policy Assessment has not been made available to the Public.

**Corrective Action Required:**
Make the Local School Wellness Policy and the Wellness Policy Assessment available to the Public according to the Off-Site Assessment Tool and provide documentation of compliance.

**Requirement:**
The Local School Wellness Policy must be measured periodically on the extent to which schools are in compliance with the local wellness policy, the progress made in attaining the goals, and how the policy compares to model school wellness policies, and make this assessment available to the public.

**Findings:**
The Wellness Policy Assessment was completed at the time of review, but the Assessment has not been made available to the Public.

**Corrective Action Required:**
Make Wellness Policy Assessment available to the public. Provide documentation of compliance with public notice.

### D. Civil Rights

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**Finding(s) Details:**
CORRECTIVE ACTION REQUIRED TO BE COMPLETED BY (§210.68(k)): 1/16/2017

CORRECTIVE ACTION DOCUMENTATION REQUIRED IN STATE AGENCY BY (§210.18(K)(1)): 2/15/2017 (30 days from the date the corrective action must be completed)

An exit conference was conducted (§210.18(ii)) discussing the AR Review findings on: 12/16/2016

with Diana Garnatz, Superintendent, (Name and Title of School Representative)

CNP Consultant(s): Pa: Gower

Section 207 of the HHFA 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.

Date Review Summary Was Publicly Posted: 12/21/16