

**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

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

General Area Violations

Recalculation required

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			
		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			
		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 <table border="1" data-bbox="649 172 1429 373"> <thead> <tr> <th data-bbox="649 172 716 212">YES</th> <th data-bbox="716 172 782 212">NO</th> <th data-bbox="782 172 1429 212"></th> </tr> </thead> <tbody> <tr> <td data-bbox="649 212 716 252"></td> <td data-bbox="716 212 782 252"></td> <td data-bbox="782 212 1429 252">Food Safety</td> </tr> <tr> <td data-bbox="649 252 716 291"></td> <td data-bbox="716 252 782 291"></td> <td data-bbox="782 252 1429 291">Local School Wellness Policy</td> </tr> <tr> <td data-bbox="649 291 716 331"></td> <td data-bbox="716 291 782 331"></td> <td data-bbox="782 291 1429 331">Competitive Foods</td> </tr> <tr> <td data-bbox="649 331 716 373"></td> <td data-bbox="716 331 782 373"></td> <td data-bbox="782 331 1429 373">Other</td> </tr> </tbody> </table> <p data-bbox="649 373 1429 1682">Finding(s) Details:</p>			YES	NO				Food Safety			Local School Wellness Policy			Competitive Foods			Other
YES	NO																		
		Food Safety																	
		Local School Wellness Policy																	
		Competitive Foods																	
		Other																	
		D. Civil Rights <p data-bbox="649 1724 1429 1950">Finding(s) Details:</p>																	

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

**Administrative Review On-site Assessment Tool SFA Level
Resource Management (RM) Comprehensive Review**

Maintenance of the Nonprofit School Food Service Account

3. Requirement: Was the SFA compliant with net cash resources requirements in 7 CFR 210.14?

Findings: The consultant could not obtain documentation to indicate all food service revenue and expenditures.

Corrective Action Required: The SFA must develop proper internal controls to ensure revenue and expenses are coded according to all OCAS codes. The SFA will provide documentation of internal controls and provide documentation to ensure the SFA is compliant with net cash resources.

Allowable expenses:

Requirement:

5. The SFA ensures that only allowable costs are charged to the nonprofit school foodservice account.

6. A review the year-end Statement of Revenues and Expenses from the SFA's nonprofit school food service account, expenses must be reasonable, necessary, and allocable.

9. The recorded expenses represent an activity or function recognized as reasonable and necessary for the operations of the Child Nutrition Program.

Findings: Last school year, a review of invoices indicates that Child Nutrition funds were used to purchase popcorn kits, candy bars, ice cream, cones, cake mix, glaze, whipped topping, cheese sauce, and drink mix which the invoices stated concession which are not available to students and is an unallowable cost in the amount \$1,935.49.

Corrective Action Required: The SFA must develop proper internal controls to ensure expenses are allowable. A repayment of \$1,935.49 must be made to the nonprofit school food service account.

Revenue from Nonprogram Foods

Adult Meals

FNS Instruction 782-5 Rev. 1 specifies that school food authorities must, to the extent possible, ensure that the federal reimbursements, children's payments, and other nondesignated nonprofit food service revenues do not subsidize program meals served to adults. For nonpricing programs, the adult charge should be at least the amount of reimbursement received for a free lunch plus the per-meal value of both entitlement and bonus commodities or for breakfasts, the rate established for free meals plus the value of bonus commodities.

Revenue from Nonprogram Foods:

4. Requirement: Under subsection 12(q) of the Richard B. Russell National School Lunch Act and 7 CFR 210.14(f), SFAs are required to ensure: All revenue from the sale of nonprogram foods accrues to the non-profit school food service account; and Revenue available to support the production of reimbursable school meals does not subsidize the sale of nonprogram foods.

Findings: The SFA did indicate on the Child Nutrition application that the SFA was charging the minimum requirement for Adult meals. The consultant could not obtain documentation to indicate that adult meals and a la carte foods were collected and transferred into the nonprofit food service account. The consultant could not obtain documentation showing the General fund paid for any Child nutrition cost. School year 2016 according to the monthly claims, the meals served to adults should have been paid \$621.01 into the nonprofit food service account and coded to OCAS code 1730.

Corrective Action Required: The SFA will provide documentation that the SFA did cover the cost of the Adult meals. The SFA will ensure Child Nutrition revenue and expenses are coded according to all OCAS codes.

5.-9. Requirement: Revenue available to support the production of reimbursable school meals does not subsidize the sale of nonprogram foods. An SFA assesses compliance with the Revenue from Nonprogram Food requirements in 7 CFR 210.14(f), the SFA must ensure that it includes all of its nonprogram food costs and revenues in its calculations as applicable, and that the revenue and food cost ratios were calculated correctly.

Findings: The SFA did not use a process to calculate its compliance with the revenue from nonprogram food requirements in 7 CFR 210.14(f). The SFA did not provide documentation of expenditures and revenues using OCAS codes.

Corrective Action Required: The SFA did not use any tool for last school year to ensure compliance with the no program food requirements. The SFA will use all nonprogram food expenditures and all nonprogram food revenues to ensure compliance. The SFA will provide documentation of compliance with the no program food report.

**Administrative Review On-site Assessment Tool SFA Level
Module: Certification and Benefit Issuance**

126. Requirement: The certification and benefit issuance is essential to ensure eligible children receive meals to which they are entitled, and that Claims for Reimbursement are valid. It is the responsibility of the determining official to compute the household's total current income and compare the total amount to the income-eligibility guidelines.

Findings: All selected applications were not correctly approved. For a list of students with benefit issuance errors see page SFA-1 and SFA-2 of the review.

Corrective Action Required: Develop a process to ensure income calculations are correct on all applications, ensure all students are placed on the correct roster, and ensure all directly certified students are issued free benefits.

133. Requirement: The certification and benefit issuance is essential to ensure eligible children receive meals to which they are entitled, and that Claims for Reimbursement are valid.

Findings: All direct certifications were not correctly certified. Two students were list on the direct certification document, but the students were on the reduced-priced benefits roster. For a list of students with benefit issuance errors see page SFA-1.

Corrective Action Required: Ensure all directly certified students are issued free benefits for meals. The students were moved to free benefits on April 26, 2017.

134, 135, 140. Requirement: Does the SFA perform Direct Certification matches according to the required timeframes? Are the Direct Certification lists retained on file by the SFA? Did the SFA update benefit issuance documents accurately and in a timely manner upon receipt of Direct Certification updates?

Findings: The SA could not determine that the SFA did perform Direct Certification matches according to the required time frames. The SFA only has the current Direct Certification list and none from the previous months; therefore, the consultant could not determine updates in a timely manner.

Corrective Action Required: Develop a process to ensure the Direct Certification matches are completed at least the minimum requirement, keep documentation of process, and update benefit issuance documents in a timely manner. Provide documentation of a process developed.

Module: Verification

208. Requirement: When a confirmation review was conducted, is documentation demonstrating that a confirmation review took place on file at the SFA?

Findings: The SFA did not complete the confirmation review.

Corrective Action Required: The SFA will develop a plan to ensure the SFA is following the verification process according to the Child Nutrition Manual, eligibility section.

Oaks-Mission Public Schools 21-I005
Corrective Action Documentation

209. Requirement: Based on the review of verified applications: Were the applications subject to verification properly selected in accordance with the sample size option used (e.g., error prone)? Were all applications selected for review verified correctly?

Findings: The SFA did not select from error prone applications, and selected one application which was exempt from verification. The SFA did not have documentation of the verification were verified correctly.

Corrective Action Required: Follow the Verification process in the Eligibility Section of the Child Nutrition Manual. Complete a plan to ensure compliance and send documentation.

211. Requirement: Does the SFA's verification notification letter include all required information?

Findings: The SFA's verification notification letter did not include all required information.

Corrective Action Required: The SFA will use the verification letter provided in the Child nutrition Manual, Eligibility Section, or contact the SFA's software company for the next school year to ensure the letter is in compliance. Provide process.

Module: Professional Standards

1216. Requirement: If the School Nutrition Program Director has not met the training requirements, review documentation of the scheduled/planned trainings for the remainder of the school year and determine if the School Nutrition Program Director is expected to meet annual training requirements.

Findings: The SFA has the superintendent listed as the FSD. Although the superintendent is not the FSD, the superintendent nor the manager has the required 12 training hours.

Corrective Action Required: Complete the required 12 training hour or ensure a person is over the cafeteria as the Food Service Director which meets the required training and education standards. Provide documentation.

1217. Requirement: If the School Nutrition Program Manager has not met the training requirement, review documentation of the scheduled/planned trainings for the remainder of the school year and determine if the School Nutrition Program Manager is expected to meet annual training requirements.

Findings: The School Nutrition Manager does not meet the 10 hour training requirements.

Corrective Action Required: Complete the required 10 training hour or ensure a person is over the cafeteria as the Food Service Director which meets the required training and education standards. Provide documentation.

Module: Food Safety, Storage and Buy American

1400. Requirement: Does the written food safety plan contain the required elements? Does the written food safety plan contain the required elements?

Findings: The SFA did not have a Food Safety Plan available.

Corrective action: Develop a Food Safety Plan (See Child Nutrition Manual pages CM87-CM98).

Requirement: 1500. Are reports submitted to the State agency as required?

Findings: The SFA did not submit December 2015 claim, or Audit follow-up for three-Month Operating Balance for over one year after requested information.

Corrective Action Required: Ensure SFA submits reports to the state agency as required in a timely manner.

Requirement: 1502. Did the SFA maintain sufficient records to document compliance with the paid lunch equity and revenue from nonprogram foods requirements?

Findings: The SFA is a non-pricing school district, but does not have documentation of the school district paying for the difference between the free and the paid meal price for all the paid student's meals from the General Fund.

Corrective Action Required: Develop a process to ensure records are secured at the end of the school year.

Oaks-Mission Public Schools 21-I005
Corrective Action Documentation
Administrative Review On-site Assessment Tool School Level

Section III: Nutritional Quality and Meal Pattern
Module: Meal Components and Quantities
DAY OF REVIEW

All meals missing required meal components are Performance Standard (PS) 2 violations and must be corrected.

400. Requirement: Were all required meal components available on every reimbursable meal service line to all participating students prior to the beginning of meal service?

Finding: The SFA did not have 1 cup fruit available for the students to select from on the day of review. Technical assistance was provided and the SFA started providing 1/2 cup fruit and 1/2 cup juice daily.

Corrective Action: Ensure 1 cup of fruit is available for all students to select from at breakfast with no more than 1/2 of the weekly requirements from juice. Provide documentation to indicate menus meet meal pattern requirements.

401. Requirement: Did all meals observed and counted for reimbursement for the day of review contain all of the required meal components, which include the requirement for at least 1/2 cup of fruits/vegetables under OVS?

Finding: SBP: Three students did not select fruit or juice at breakfast. Technical assistance was provided with changing the meal service line so all components are offered prior to the point of service to ensure all students receive a reimbursable meal. A basket of fresh fruit which equals 1/2 cup is placed by the point of service and documented on the Food production Record as offered and on menu to ease flow of students.

Corrective Action: SFA will develop a plan to ensure all students receive a reimbursable meal containing all required components.

406. Requirement: If the school is serving multiple menus and/or age/grade groups, is the meal service structured to comply with the required age/grade group meal pattern requirements?

Finding: All students go through the main line to select the milk, entrée, grain and then enter their student ID number. The student then goes to the fruit and vegetable bar to select the fruits and/or vegetables. A staff person is at the end of the fruit and vegetable bar to ensure each student has at least 1/2 cup fruit or vegetable. Three students did not select fruit or juice at breakfast. Technical assistance was provided with changing the meal service line so all components are offered prior to the point of service to ensure all students receive a reimbursable meal. Technical assistance was given on quantities for fruits at breakfast and no more than half being from juice.

Corrective Action: SFA will develop a plan to ensure all students receive a reimbursable meal containing all required age/grade group meal pattern requirements.

407. Requirement: Has the school offered the planned menu for the day of review? If changes are being made to the planned menu, are the changes acceptable substitutions?

Finding: *The planned menu for the day of review was changed to meet the fruit requirement for breakfast.*

Corrective Action: SFA will develop a plan to ensure all students receive a reimbursable meal containing all required age/grade group meal pattern requirements.

Module: Meal Components and Quantities
REVIEW PERIOD

Meals claimed for reimbursement must contain the appropriate meal components and quantities for the SBP and the NSLP. SFA's must ensure that every reimbursable meal service line meets the daily and weekly meal pattern requirements for the appropriate age/grade group served on all meal service lines.

Oaks-Mission Public Schools 21-I005
Corrective Action Documentation

409. Requirement: Review production records and other supporting documentation, did all reviewed meals during the review period indicate that all of the required meal components per weekly meal pattern requirements were offered and served to students?

Findings: On March 10th and 28th the lunch Food Production Records did not show fruit was served to any grade group. A review of records could not determine the component was served. On March 10th - 221 lunches were missing fruit component and 28th - 213 were missing fruit component lunches.

Corrective action: The SFA will develop menus which meet the meal pattern requirements for all grade groups. The SFA will provide documentation indicating that the meal pattern requirements are met for all grade groups.

410. Requirements: Do planned menu quantities meet meal pattern requirements for the review period? If NO, do production records and/or other supporting documentation for the review period indicate that the required quantities of food were available?

Findings: The planned menu quantities did not meet the meal pattern requirements for the review period. All Breakfast were short 1/2 cup fruit only 1/2 cup juice was offered. All meals were documented that the students were served 6 ounces of milk, but through observation it was determined 8 ounce cartons are served. Almost all lunches were short fruit and or vegetables when calculating the offer versus serve edit check. Although most food items were not documented with quantity of food prepared and not enough information to determine the number of servings offered, and only a few labels to determine creditable serving size, the consultant could not determine that enough quantities of food items were available for the review month.

Corrective action: SFAs are required to maintain documentation that demonstrates how meals offered to students meet meal pattern requirements. Production Records must be complete, descriptive, and accurate. SFAs are required to document that reimbursable meals are offered. Technical assistance was provided for: the Breakfast and Lunch Meal Patterns, Offer versus Serve, menu planning, Whole Grain-rich Ounce Equivalency Requirements, Food Production Record, and vegetable subgroup. The SFA will provide documentation of meeting requirements.

411. Requirements: Did the school comply with the planned menu for the review period? If changes are being made to the planned menu, are the changes acceptable substitutions?

Findings: The planned menu quantities did not meet meal pattern requirements for the review period. The food production records were incomplete and not accurate to indicate quantities met meal pattern requirements. SFAs are required to maintain documentation that demonstrates how meals offered to students meet meal pattern requirements. Production Records must be complete and accurate. SFAs are required to document that reimbursable meals are offered.

Corrective action: The SFA will ensure menus, Food Production Records, CN labels for combination food items, food labels, and recipes meet the breakfast and lunch meal pattern requirements for all meals served and claimed for reimbursement.

412. Requirements: Did any findings noted in #409 - 411 result in the turning off of the Performance- Based Reimbursement?

Findings: The planned menu quantities did not meet meal pattern requirements for the review period. The food production records were incomplete and not accurate to indicate quantities met meal pattern requirements. SFAs are required to maintain documentation that demonstrates how meals offered to students meet meal pattern requirements. Production Records must be complete and accurate. SFAs are required to document that reimbursable meals are offered.

Corrective action: The SFA will ensure menus, Food Production Records, CN labels for combination food items, food labels, and recipes meet the breakfast and lunch meal pattern requirements for all meals served and claimed for reimbursement. Prepare for performance-Based Certification by:

Food Production Records must ensure the following:

- *Records include all information necessary to support the claiming of reimbursable meals and are complete and accurate (i.e., all menu items are listed and all required meal components are offered);*
- *Records are used for proper planning (e.g., evaluate for consumption and leftovers);*
- *Records document food prepared is creditable for the total number of reimbursable meals offered and served;*
- *Records document a la carte, adult, and/or other non-reimbursable meals, including number of portions for each of these food items;*
- *Records document that milk, whole grain-rich, and vegetable sub-group requirements are met;*
- *Records document weekly quantity requirements for grains, meat/meat alternates, vegetables, fruit, and milk; and*
- *Records align with standardized recipes*

Supporting Documentation:

- *Menus, production records, USDA Foods Information Sheets, Nutrition Facts Labels, How the products contribute toward meal pattern requirements and related materials (e.g., CN Labels or product formulation statements, standardized recipes) for each school week.*

Module: Food Safety, Storage and Buy American

1403. Requirement: Is a copy of the written food safety plan site specific and available at each school?

Findings: The SFA did not have a Food Safety Plan available.

Corrective action: Develop a Food Safety Plan (See Child Nutrition Manual pages CM87-CM98).

1405. Requirement: Is the most recent food safety inspection report posted in a publicly visible location?

Findings: Technical Assistance provided to post health inspection in a publicly visible location.

Corrective action: Ensure health inspections are posted.

1406. Requirement: Was the SFA's written food safety plan implemented?

Findings: The SFA did not have a Food Safety Plan available.

Corrective action: Develop a Food Safety Plan (See Child Nutrition Manual pages CM87-CM98).

1407. Requirement: Were the selected relevant temperature logs available for review?

Technical Assistance was given to take temperatures before opening freezers and refrigerators. When taking at 10:30 after being opened several times, it looks as if a repair is needed. If temperature is taken early and not in the proper range, follow written procedures for repair and ensuring food items are safe for use.

1408. Requirement: Were on-site (or off-site, if observed) storage violations observed?

Findings: When taking at 10:30 after being opened several times, it looks as if a repair is needed. If temperature is taken early and not in the proper range, follow written procedures for repair and ensuring food items are safe for use according to the Food Safety Plan. Technical assistance was provided.

1410. Requirement: A review of products did indicate violations of the Buy American provision in 7 CFR 210.21(d) during review of products on-site at reviewed school.

Findings: "Ardmore Farms": Apple Juice, USA, CHINA, CHILI, MEXICO, TURKEY, SPAIN, POLAND; Orange Juice, USA, BRAZIL, BELIZE, COSTA RICA, MEXICO; Grape Juice, USA, ARGENTINA, CHILE and the SFA did not have documentation if domestic alternatives were considered.

Corrective Action Required: The SFA will provide a solicitation letter including the Buy American requirement to include with all bids, price quotes, and all purchasing documents. The SFA will ensure food items delivered meet the Buy American requirement.

Oaks-Mission Public Schools 21-1005
Corrective Action Documentation
Section VI: Other Federal Program Reviews

Module: Afterschool Snack Program

1700. **Requirement:** Were any areas identified requiring technical assistance or corrective action?

Findings: There is no documentation to indicate that the components or quantities were served.

Corrective Action Required: Menus as Served for the After School Snack program (ASSP) will be completed daily with meal counts, at least two (2) components will be documented with serving sizes of each. Ensure components and serving sizes meet minimum meal pattern requirements. Provide documentation for compliance.

**National School Lunch Program Supplemental Afterschool Snacks Administrative Review Form
Accountability (Performance Standard 1)**

4. Requirement: Are snacks being properly counted and claimed? Validate the snack counts claimed for reimbursement for the review period and day of review.

Findings: There are no food production records indicating all claimed snacks met requirements. The day of review, minimum required quantities were not met. Cereal Bars did not meet requirements. Serving size was .87 oz. and requirement was 2 oz.

Corrective Action Required: Menus as Served for the After School Snack program (ASSP) will be completed daily with meal counts, at least two (2) components will be documented with serving sizes of each. Ensure components and serving sizes meet minimum meal pattern requirements. Provide documentation for compliance.

Meal Pattern/Production Records (Performance Standard 2)

6. Requirement: Review production records for a minimum of 5 days from the review period.

a) Production records are completed daily and maintained for a minimum of 3 years?

b) Do production records list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements?

c) Does it appear that each snack claimed for reimbursement met the 2 component per student requirements?

Findings: a. The SFA started the ASSP this school year, but production records are not maintained for this school year.

b. The SFA did not have production records for the review period which listed each meal component and portion sizes which meet the meal pattern requirements.

c. No documentation to ensure snacks claimed for reimbursement met the two components per student requirement.

Corrective Action Required: Menus as Served for the After School Snack program (ASSP) will be completed daily with meal counts, at least two (2) components will be documented with serving sizes of each. Ensure components and serving sizes meet minimum meal pattern requirements. Provide documentation for compliance.

Monitoring (General Area)

7. Requirement: Has the program been monitored within the first 4 weeks of operation each year?

Findings: The SFA did not monitor the program as required.

Corrective Action Required: The SFA will provide documentation of the on-site monitoring of the ASSP before the end of this school year and within the first 4 weeks of operation each year. Provide documentation of review.

Record Snacks Missing Meal Components

11. Requirement: Use the columns listed below to record the number of snacks counted and/or claimed for reimbursement that were missing meal components from 1) the day of review and 2) review period that were missing meal components.

Afterschool Snack Errors

2. Review Period:

Missing Meal Components – Production Records

Free – 355, Reduced – 0, Paid - 0, Total - 355

2. SFA had no food production records for the review month.

Oaks-Mission Public Schools 21-I005
Corrective Action Documentation
CNP Procurement Summary
General Procurement Procedures

Requirement: 4) The SFA must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications? [2 CFR 200.323(a)]

Findings: The SFA has no documentation available to support cost or price analysis of contracts over Simplified Acquisition Threshold.

Corrective Action Required: The SFA must develop proper internal controls to ensure procurement practices are followed and meet USDA guidelines. Provide documentation that cost or price analysis will be performed on contracts in excess of the Simplified Acquisition Threshold.

5) Requirement: The SFA will take steps to assure that small, minority and women's businesses enterprises and labor surplus firms are used when possible? [2 CFR 200.321]

Finding: No documentation to assure that small, minority and women's businesses enterprises and labor surplus firms are used when possible.

Corrective Action: Provide documentation showing that steps will assure that small, minority and women's businesses enterprises and labor surplus firms are used when possible.

Small Purchase Procedures

1) Requirement: Was this procurement in compliance with the requirements for the appropriate threshold? (Federal, State, and Local) [7 CFR Part 210.19(e)]

Finding: No documentation available showing compliance with the requirements for the appropriate threshold.

Corrective Action: Provide documentation that shows compliance with the purchasing threshold.

3) Requirement: Price or rate quotations must be obtained from an adequate number (2 or more) of qualified sources? [2 CFR Part 200.320(b)/7 CFR 3016.36(d)(1)]

Finding: No documentation available showing price or rate quotations were requested from adequate number of vendors.

Corrective Action: Provide documentation that shows an adequate number of qualified sources will be obtained.

4) Requirement: The SFA must not restrict competition by: [2 CFR Part 200.319(a)(1-7):

a) Must not place unreasonable requirements on firms to qualify for business? [2 CFR Part 200.319(a)(1)/7 CFR 3016.36(c)(1)(i)];

b) Must not require unnecessary experience or excessive bonding? [2 CFR 200.319(a)(2)/7 CFR 3016.36(c)(1)(ii)]

c) Must not specify by "brand name" product, not allowing "an equal" product to be offered? [2 CFR 200.319(a)(6)/7 CFR 3016.36(c)(3)(i)/7 CFR 3019.44(a)(3)(iv)]

Finding: No documentation available to determine if competition was restricted under small purchased procedures.

Corrective Action: Provide documentation that the SFA will not restrict competition.

5) Requirement: Clear and accurate descriptions of the technical requirements must be provided for the product, or service being procured? [2 CFR 200.319(c)(1)/7 CFR 3016.36(c)(3)(i)/7 CFR 3019.44(a)(3)(i)]

Finding: No documentation is available to determine if clear & accurate description of technical requirements were provided to vendors.

Corrective Action: Develop product and services specifications which are clear and accurate to send to vendors for procurements. Provide statement or copies of solicitations that ensure clear and accurate descriptions are being used when procuring products or services.

Corrective Action Documentation

6) Requirement: The solicitation must include a requirement that goods must be produced and processed in the United States ("Buy American")? [7 CFR 210.21(d)]

Finding: No documentation showing "Buy American" provision was included in the solicitation.

Corrective Action: Provide documentation that the "Buy American" provision will be included in solicitations.

7) Requirement: The SFA must maintain records sufficient to detail the significant history of the procurement? [2 CFR 200.318(i)/7 CFR 3016.36(9)]

Finding: Records are not available to detail sufficient history of procurement process.

Corrective Action: Provide information; how records will be maintained to show history of procurement.

8) Requirement: The correct vendor must be selected based on the products/services requested and the vendor responses provided? [2 CFR 200.320(b)]

Finding: Records are not available to determine if the SFA selected correct vendor.

Corrective Action: Submit documentation showing correct vendor(s) will be selected.

9) Requirement: Invoices/receipts must show that the SFA purchased the products they solicited from the vendor? [2 CFR Part 200.318(b)] [7 CFR Part 3016.36(b)(2)]

Finding: Invoices are available for review. Solicitation could not be provided to state agency staff therefore no determination could be made concerning purchased products.

Corrective Action: Provide copies of solicitations or documentation of how comparison of invoices to solicitation will be done.

Formal Procurement

1) Requirement: Contracts must be procured in compliance with the requirements for the appropriate threshold? (Federal, State, and Local) [7 CFR Part 210.19(e)]

Finding: Contracts are not available for review.

Corrective Action: Provide copies of contracts or documentation showing compliance with the appropriate threshold.

4) Requirement: Cost/price analysis must be conducted to estimate the cost of goods or services prior to soliciting? [2 CFR 200.323/7 CFR 3016.36(f)]

Finding: No documentation of cost/price analysis.

Corrective Action: Provide copies of contracts or documentation showing compliance with cost/price analysis.

5) Requirement: The solicitation must not restrict competition by including any of the following: [2 CFR Part 200.319(a):

a) Placing unreasonable requirements on firms to qualify for business? [2 CFR 200.319(a)(1)/7 CFR 3016.36(c)(1)(i)];

b) Requiring unnecessary experience and excessive bonding? [2 CFR 200.319(a)(2)/7 CFR 3016.36(c)(1)(ii)];

c) Specifying only a "brand name" product, not allowing "an equal" product with performance or other relevant requirements? [2 CFR 200/319(a)(6)/7 CFR 3016.36(c)(3)(i)/7 CFR 3019.44(a)(3)(iv)].

Finding: No documentation available to determine if competition was restricted.

Corrective Action: Provide documentation that the SFA will not restrict competition.

6) Requirement: The Invitation for Bid (IFB) or Request for Proposal (RFP):

a) Must identify all specifications, evaluation factors and their relative importance with price as the primary factor? [2 CFR 200.320(c)(2)(iii) or (d)(1)/7 CFR 3016.36(c)(3)(i)] *and July 2005 Procurement Questions, dated July 2005]*

b) Must Seek/invite two or more qualified sources willing and able to compete? [2 CFR 200.320(b)/7 CFR 3016.36(d)(1)]

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c) Must include requirement for contract award to the lowest responsive and responsible bidder or bid/offer most advantageous to the program with price and other factors considered? (Price as the primary factor) [2 CFR Part 200.320(c)(2)(iv) or (d)(4)/7 CFR 3016.36(d)(2)]

d) Must show adequate time is provided for bidders to respond prior to the bid opening date? [2 CFR 200.320(c)(2)(i)/7 CFR 3016.36(d)(2)(ii)(A)]

Finding: No documentation of IFB(s) or RFP(s).

Corrective Action: Provide documentation that all IFB(s) and RFP(s) will adhere to the above requirements.

7) Requirement: The solicitation must be publically advertised to an adequate number of qualified sources to secure more than one bid/offer? [2 CFR 200.320(c)(2)(ii)/7 CFR 3016.36(d)]

Finding: No documentation of IFB or RFP therefore solicitations do not appear to have been publically advertised.

Corrective Action: Provide documentation that all IFB(s) and RFP(s) will be publically advertised.

8) Requirement: The Invitation for Bid or Request for Proposal include the following clauses, as applicable: [Appendix II to 2 CFR 200/7 CFR 3019.48]

a) Termination for cause and for convenience clause included with the manner by which it will be effected and the basis for settlement? (For contracts in excess of \$10,000 only) [2 CFR 200 Appendix II/7 CFR 3019.48]

b) Equal Employment Opportunity (in excess of \$10,000)? [Appendix II to 2 CFR 200/7 CFR 3019.48]

f) Debarment and Suspension [Executive Orders 12549 and 12689)(2 CFR Part 200.213 and Appendix II to 2 CFR Part 200 (I) (All contracts)]

g) Byrd Anti-Lobbying Amendment [31 U.S.C. 1352) (Appendix II to 2 CFR Part 200 (j) (For contracts worth \$100,000 or more)]

Finding: No documentation provided of IFB(s) or RFP(s) therefore could not determine if all required clauses were included.

Corrective Action: Provide documentation that all IFB(s) and RFP(s) will include all required clauses.

9) Requirement: The Invitation for Bid or Request for Proposal must include all requirements regarding "Buy American," including: [7 CFR Part 210.21(d)/FNS Policy Memo SP 24-2016]

Finding: No documentation provided of IFB(s) or RFP(s) therefore could not determine if the "Buy American" provision was included in solicitation.

Corrective Action: Provide documentation that all IFB(s) and RFP(s) will include "Buy American" provision.

Solicitation – Competitive Proposals (RFP)

10) Requirement: Did the RFP have a written method for conducting technical evaluations of proposals to select recipients? [2 CFR 200.320(d)(3)/7 CFR 3016.36(d)(3)(iii)]

Finding: No documentation available to document a written method for conducting technical evaluations of proposals to select recipients.

Corrective Action: Provide documentation for a written method for conducting technical evaluations of proposals to select recipients.

EVALUATION AND AWARD (Invitation for Bids and/or Requests for Proposals)

17) Requirement: Were bids/offers evaluated and awarded as published in the solicitation? [2 CFR 200.320(c)/2 CFR 200.320(d)(4)]

Finding: No documentation available to ensure bids/offers were evaluated as published in the solicitation.

Corrective Action: Provide documentation bids were evaluated and awarded as published in the solicitation.

22) Requirement: The SFA must maintain records sufficient to detail the significant history of the procurement? [2 CFR 200.318(i)/7 CFR 3016.36(b)(9)]

Finding: Records are not available to detail sufficient history of procurement process.

Corrective Action: Provide information; how records will be maintained to show history of procurement.

CONTRACT MANAGEMENT PROCESS (FORMAL PROCEDURES) For all formal IFB and RFP contracts

22) Requirement: For all formal contracts: SFA must provide sufficient oversight of the procurement to ensure contractors performed in accordance with the terms, conditions, and specifications of their contracts? [2 CFR Part 200.318(b)/7 CFR 3016.36(b)(2)]

Finding: No documentation available to determine if vendor performed in accordance with terms, conditions, and specification of their contract.

Corrective Action: Provide documentation of oversight of formal contracts or how oversight will be done.

27) Requirement: Three invoices will be selected for review to determine if the SFA is compliant with contract management requirements in 2 CFR 200.318(b) to ensure contractors performs in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The SFA must be complaint based on the product/service solicited, price, terms, etc.?

Finding: Invoices are available for review but the solicitation could not be provided therefore state agency staff cannot determine if vendor is incompliance with terms in contract.

Corrective Action: Provide copies of solicitations or documentation of how comparison of invoices to solicitation will be done.

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Child Nutrition Programs Training

Meal Pattern Requirements and Documentation

May 12, 2017

Meal Pattern Requirements for Breakfast and Lunch including vegetable subgroups and the minimum daily and weekly Requirements of components, sodium, saturated fat and Sodium. (CM-10 & CM-11)

Vegetable Subgroups: discussed the different subgroups and required servings per week. (CM-150)

Reviewed *Whole Grain Rich Requirements and Exhibit A: Whole Grain-Rich Ounce Equivalency Requirements for School Meal Programs*; Reviewed each Group and the difference of the Groups indicating added fats, sugar, or other ingredients and the chart is only counting the weight of the grain in the product. (CM-45 & CM-46)

Four Day Week Menu Planning: (CM-34)

Menu Planning Tools; the use and the ease of meeting meal pattern requirements. (CM-27 - CM-32)

CN Labeling requirements and Product Formulation Statements if cannot obtain CN labeled food item. (CM-47, CM-48, CM-49, CM-50)

Offer versus Serve Breakfast and Lunch Meal Pattern: (CM-10 & CM-11)

Food Buying Guide (FBG): Purchasing food items As Purchased (AP) and using the Purchase Unit, Servings per Purchase Unit (EP), Servings Size Per Meal Contribution will meet the meal pattern requirements. Emailed FBG to Dr. John Sheridan and Chandra Warren April 28, 2017.

Reviewed in detail *Food Production Records* requirements and emphasized the importance of complete and accurate records. SFA's are required to maintain documentation how foods offered credit toward meal pattern requirements and are required to document how meals offered to students meet meal pattern requirements. (CM- 76, CM-77, CM-80, and CM-81)

Food Production Records must ensure the following:

- *Records include all information necessary to support the claiming of reimbursable meals and are complete and accurate (i.e., all menu items are listed and all required meal components are offered);*
- *Records are used for proper planning (e.g., evaluate for consumption and leftovers);*
- *Records document food prepared is creditable for the total number of reimbursable meals offered and served;*
- *Records document a la carte, adult, and/or other non-reimbursable meals, including number of portions for each of these food items;*
- *Records document that milk, whole grain-rich, and vegetable sub-group requirements are met;*
- *Records document weekly quantity requirements for grains, meat/meat alternates, vegetables, fruit, and milk; and*
- *Records align with standardized recipes*

Supporting Documentation:

- *Menus, production records, USDA Foods Information Sheets, Nutrition Facts Labels, How the products contribute toward meal pattern requirements and related materials (e.g., CN Labels or product formulation statements, standardized recipes) for each school week.*

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.

Date Review Summary Was Publicly Posted: _____