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

Name of School Food Authority (SFA): Tonkawa Public School
Superintendent: Lori Simpson
County District Code: 361087

Address of SFA: 500 NE Avenue
City: Tonkawa
Zip Code: 74653
Consultant(s) Conducting Review: Kristen Schoeling

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

☐ Compliance  ☑ Noncompliance

Date of Review: 11/28-12/1/16 12/13/16 Date Review Closed: pending

Number of Schools in SFA: 3  Number of Schools Reviewed: 1  Number of Eating Sites Reviewed: 1

List schools reviewed for the following CNP:
National School Lunch Program (NSLP): Tonkawa Middle School (6-8)

School Breakfast Program (SBP)  Tonkawa Middle School (6-8)

After-School Snack Program (ASSP): N/A
Special Milk Program (SMP): N/A
Fresh Fruit and Vegetable Program (FFVP): N/A
Seamless Summer Food Program (SSFP): N/A

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
☑ Resource Management Violations
☑ General Area Violations
☐ Recalculation required
### A. Program Access and Reimbursement

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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>Certification and Benefit Issuance</td>
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<td>Verification</td>
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<td>Meal Counting and Claiming</td>
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Finding(s) Details:

**Certification and Benefit Issuance**  
Requirement: 126. All applications that were selected for review must be approved correctly.  
Finding: 4 students were approved incorrectly. For a list of students with error, please see page SFA-1 and SFA-2 of the review.  
Corrective Action Required: Students must be issued correct benefits. SFA sent letters during review and will change student’s benefits upon required date.

**Certification and Benefit Issuance**  
Requirement: 133. All direct certified students must be correctly certified.  
Finding: 1 student was not receiving free benefits based on direct certification. For a list of this student, please see SFA-1 and SFA-2.  
Corrective Action Required: Student must be issued free benefits based on direct certification approval. SFA sent letter to household and will change student’s benefits upon required date.

**Verification**  
Requirement: 207b. The verified applications on file must match the number reported on the most recent FNS-742 report.  
Finding: According to the most recent FNS-742 report, 7 applications should have been verified. Only 5 applications were verified by SFA.  
Corrective Action Required: SFA must ensure verification is done correctly in the 17-18 school year by reviewing verification numbers prior to submitting FNS-742 report.
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<td>✓</td>
<td><strong>B. Meal Patterns and Nutritional Quality</strong></td>
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<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:
### C. School Nutrition Environment

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- **Food Safety**
  - **Finding(s) Details:**
    - **Requirement:** SFA must have documentation indicating that the SFA requested 2 food inspections if SFA does not receive 2 food inspections.
    - **Finding:** Documentation was not available from the 15-16 school year indicating that a request had been made for 2nd food inspection.
    - **Corrective Action Required:** SFA must contact county health department and request a 2nd food inspection for current school year. SFA must document that this request was made.

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

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### D. Civil Rights

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- **Finding(s) Details:**
Resource Management
Revenue from Nonprogram Foods
Adult Meals
Requirement: 4. Adult meal prices must be sufficient to cover the overall cost of the meal.
Finding: SFA is only charging adults $3.50 per lunch meal.
Corrective Action Required: SFA must increase adult meals to $3.54/lunch for the current school year.

Adult Meals
Requirement: 5. SFA must have a process to calculate its compliance with the revenue from nonprogram food requirements.
Finding: The SFA does not have a process to calculate its compliance with the revenue from nonprogram food requirements.
Corrective Action Required: Monthly, SFA needs to ensure that they are calculating the revenue from nonprogram foods against the expense of nonprogram foods.

Adult Meals
Requirement: 7. The SFA must correctly calculate its nonprogram food ratio and its food cost ratio.
Finding: SFA is currently not calculating the nonprogram food ratio and food cost ratio.
Corrective Action Required: Monthly, SFA needs to ensure that they are calculating the revenue from nonprogram foods against the expense of nonprogram foods.
CORRECTIVE ACTION REQUIRED TO BE COMPLETED BY (§210.68[k]): 3/1/17

CORRECTIVE ACTION DOCUMENTATION REQUIRED IN STATE AGENCY BY (§210.18[k][1]):

4/1/17 (30 days from the date the corrective action must be completed)

An exit conference was conducted (§210.18[j]) discussing the AR Review findings on: 12/13/16

with Mrs. Lori Simpson, Superintendent (Name and Title of School Representative)

CNP Consultant(s): Kristen Schoeling

Section 207 of the HHFKA amended section 22 of the NSLA (42 U.S.C. 1768c) 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: 12/21/14