

**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:			

Meal Counting & Claiming:

Requirement: Each type of meal service line as observed on the day of review must provide an accurate count.

Finding: When state agency staff arrived at Patrick Henry students were going through the serving line and no point of service was being taken. After breakfast was over the manager scanned student bar codes out of a notebook. At lunch students would go through the line giving the cafeteria manager their number to enter into the POS system. If the student(s) did not know their number she would tell them to go on without writing their name down or looking it up in the system. There was one student who came to the POS and asked to buy milk because she had brought her lunch. The manager told her to get a plate; the manager placed a piece of fruit on the plate and gave her milk. When asked why the student was given a plate with fruit when she just wanted milk, the manager stated she always gives the students a plate and milk when they bring their lunch if they come to buy a milk because she doesn't feel they bring a healthy lunch. Student account was charged for reimbursable meal according to Daily Purchase Report. Another student came into the cafeteria and did not go through the POS but a teacher got the student milk. The student never got a tray and was not charged for the carton of milk.

Finding: Clinton MS School students would go through the line at both meal services enter their number into the POS without taking any food items or taking just one item. When students were asked why they were entering their number without taking any food or one item, they said we are required to enter our number even though we are not eating. Some students would take food and walk directly to the trash can and throw the entire meal in the trash. At breakfast students were bringing in donuts from outside source and coming through the POS getting milk and or juice and entering their number into POS system. Some students would not take any items and enter their number in POS system. At lunch students would go through the POS with a meal and return back to the serving line to get additional items and give to their friends. Students were not charged for additional items.

Finding: At East Central JH the POS system would not charge adult breakfast meals. Students were not taking any items and entering their student ID number.

Finding: At Robertson ES a student was given a lunch and didn't want to eat. His number was entered in POS. I asked the District employee if he was sick and didn't want to eat; she stated I was told every student must a take meal.

Finding: Memorial HS students were getting meals and throwing them in trash without consuming any of the food items. Students indicated they were required to take a tray.

Corrective Action: Ensure point service is being taken and student understands they are not required to take a tray and or enter their student ID into the POS system if not eating.

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		
		D. Civil Rights		

YES	NO	
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		Food Safety
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		Local School Wellness Policy
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		Competitive Foods
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		Other
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Finding(s) Details:

D. Civil Rights

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.

Date Review Summary Was Publicly Posted: _____