

# 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	District-wide	Partial		
Provision 2	District-wide	Partial	Breakfast	Lunch
Provision 3	District-wide	Partial		
Community Eligibility Provision (CEP)		District-wide	Partial	

This SFA had violations in the following areas:

General Area Violations

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

If applicable, mark appropriate boxes:

Recalculation required Full Partial

Fiscal Action Workbook completed

YES	NO	PS-1 Violations		
		A. Program Access and Reimbursement		
		YES	NO	
				Certification and Benefit Issuance - 7 CFR 246.6
				Verification - 7 CFR 245.6a
				Meal Counting and Claiming- 7 CFR 210.7(c)

Finding(s) Details:

YES	NO	PS-2 Violations		
		B. Meal Patterns and Nutritional Quality		
		YES	NO	
				Meal Components and Quantities - 7 CFR 210.10 & 220.8
				Offer versus Serve - 7 CFR 210.10 & 220.8
				Dietary Specifications and Nutrient Analysis - 7 CFR 210.1(f)

Finding(s) Details:

YES	NO	General Area Violations		
		C. School Nutrition Environment		
		YES	NO	
				Food Safety - 7 CFR 210.13
				Local School Wellness Policy - 7 CFR 210.30
				Competitive Foods - 7 CFR 210.11 & 220.12
				Other
Finding(s) Details:				
		D. Civil Rights - 7 CFR 210.23(b)		
Finding(s) Details:				

**Comments/Recommendations:**

**CORRECTIVE ACTION REQUIRED TO BE COMPLETED BY (§210.18[j][2]):** \_\_\_\_\_

**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: \_\_\_\_\_

Grove Public Schools – 21-I002

Administrative Review Summary General Area Violations continued

Resource Management - 7 CFR 210.14(f)

Revenue from Non-program Foods – 7 CFR 210.14(f)

**Requirements:** The School Food Authority (SFA) must assess its compliance with the Revenue from Non-program Foods requirements and must ensure that it includes all its non-program food costs and revenues in its calculations as applicable. The SFA must ensure that the non-program food revenue ratio is equal to or greater than the non-program food cost ratio and must take additional steps to sufficiently increase its non-program food prices when the revenue ratio is less than the food cost ratio. The district must add sufficient funds to its nonprofit food service account, and/or take other actions to adequately resolve the problem.

**Findings:** The SFA was out of compliance with the Revenue from Non-program Foods requirements, and did not assess its compliance with the prices charged for Ala Carte foods. Adult Meal rates meet requirements; however, ala carte sale prices are not sufficient to cover the full cost of non-program foods sold. Non-program foods are foods purchased for adult meals, Ala Carte Sales (extra entree/item sales), Contract Meals (3 yr old – pre-primary/Day Care/Head Start Meals), Vending, Catering, Concessions by the SFA. Program (student meals) revenues (federal and local) may not supplement any non-program food costs. Regional Child Nutrition Program Specialist completed the USDA Non-program Tool using District reported FY24 OCAS system data and compared it to the OCAS calculated report of non-program foods for FY24. Both showed non-compliance.

**Corrective Actions Required:** The SFA must increase ala carte pricing to sufficiently increase the revenue ratio and adequately cover the cost of all non-program foods sold. It must include all its non-program food costs and revenues in its calculations. SFA must ensure that all revenues received from adult meal sales, 3 yr old – pre-primary/Day Care/Head Start Meals or other contract meals, and ala carte or any other non-program foods are adequately tracked, and revenues are accrued to the non-profit food service account within the fiscal year. SFA must not allow child nutrition program monies to supplement the cost of non-program foods. SFA must annually assess its compliance with the Revenue from non-program foods requirements and may use the USDA non-program tool to do so. Corrective action plan is due to state agency Regional Child Nutrition Program Specialist, outlining the processes for assessing non-program foods, for ensuring that all non-program food costs and revenues are included in the assessment, for outlining additional steps taken by the district to sufficiently increase non-program food prices when the revenue ratio is less than the food cost ratio, and for specifying how the SFA is adding sufficient funds to the nonprofit food service account or taking other action to adequately resolve the problem.