

# 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: \_\_\_\_\_

## 19-C012 Gypsy PS Findings Continued

### Meal Components and Quantities -7 CFR 210.10 & 220.8

Requirement: Reviewed production records and supporting documentation demonstrated meal quantities and components are being offered.

Finding: Production records for breakfast and lunch lack information making it difficult to determine if meals met meal patterns. The actual number of served is the same every day. Production records do not list the number of leftovers, but cook is listing seconds being served. Local recipes being used are not standardized and not followed Receipts provided do not demonstrate enough food being purchased. The amounts of food listed on production records do not match the amount of food being purchased. Inventory is not being kept for commodity or any purchased food. The actual number of students reported on production records is the same every day and does not align with the edit checks. In additions she plans for the same number every day, which exceeds the enrollment.

Corrective Action Required: Maintain inventory forms listed in Child Nutrition Manual page 118 is purchased food C-90 is perpetual inventory for commodities. Maintain production records accurately with required field completed, listing amounts of leftovers and how leftovers are being maintained (served or trash ect). Production record cannot be typed must be handwritten and with what is actually being served. If recipe is being used list recipe number and follow recipe. Maintain accurate meals counts and prepare food according to meal counts and not exceed enrollment nor prepare for seconds. Send to Rhonda Stevens by May 5, 2025

Requirement: Planned menu quantities must meet meal pattern requirement.

Finding: It is difficult to determine if quantities are meeting pattern requirement due to lack of information and inaccurate information listed on the production records. Recipes provided are not being followed, local recipes are incomplete and not based on the food buying guide and yields are not based on food buying guide. The amount of food purchased does not match the amount of food prepared on the production records

Corrective Action Required: Production records cannot be typed must be handwritten and with what is actually being served. If recipe is being used list recipe number and follow recipe. Maintain accurate meals counts and prepare food according to meal counts and not exceed enrollment nor prepare for seconds. Send one month of production records to Rhonda Stevens by May 5, 2025

## Dietary Specification and Nutrient Analysis -7 CFR 210.(f)

Requirement: Dietary Specification Assessment Tool completed

Finding: Due to lack of documentation, it is difficult to determine if sub groups were met. The SFA did not complete the dietary specification tool.

Corrective Action Required: The SFA must complete and submit the dietary specification tool with the supporting documentation send to Rhonda Stevens by May 5, 2025.

## Offer vs Serve -7CFR 210.18 & 220.

Requirement: Offer vs Serve being implement properly.

Finding: The SFA has checked they are participating in OVS on the NSLP program. The state agency completed a pre-review visit in November. At the time of the pre-review visit it was brought to the attention of the Superintendent the SFA had checked the box to participate in OVS. The superintendent stated it would be changed to not participating in OVS. All production records indicated the SFA is not participating in OVS the cook stated they are not OVS. All meals are pre-plated.

Correction Action Required: Cook and Superintendent must complete OVS training and send certificates of completion to Rhonda Stevens by May 5, 2025. When completing application for participation ensure OVS participation is completed correctly.

## Offer vs Serve -7 CFR 210.10 & 220.8

Requirement: Cafeteria staff trained on Offer vs Serve

Finding: Cafeteria staff did not provide offer vs serve training certificate.

Corrective Action Required: Complete OVS training and send certificates of completion to Rhonda Stevens by May 5, 2025

## General Compliance Off Site

Requirement: The SFA must complete off site tool .

Finding: The SFA did not complete the off site tool. The state agency cannot validate training, number of staff in child nutrition, tool tracker of training, the collection of ethnic data, accommodation of students with disabilities, if the SFA had any civil rights complaints , the correct non-discrimination statement is being used, a public release was sent to local media outlet.

Corrective Action Required: The SFA must complete the General Compliance question on the off-site April 18, 2025

All meals are being reclaimed from August 2024 -February 2025.

August no records

September no records

October – February- State agency staff were unable to validate August -February claims based on insufficient records and supporting documentation.

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