

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

Hulbert Public Schools – 11-I016

Administrative Review Summary continued

General Area Violations continued

Buy American – 7 CFR 210.21(d)

Requirement: Non-domestic food products purchased must have Buy American Justification forms on file. Bananas, pineapple and canned mandarin oranges are a few products listed on the Buy American exemption list.

Finding: Buy American Justification Forms are not on file for foreign/non-domestic food products that are not on the exemption list.

Corrective Action Required: Maintain Buy American justification forms on all non-domestic/foreign food products not listed on the exemption list provided. Ensure that procurement policies, plan, and solicitation documents include required Buy American information. Submit corrective action plan to state agency Regional Child Nutrition Program Specialist identifying process established to ensure all non-domestic items that are not on the exemption list have a form on file and that procurement documents include correct information.