

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: _____

Verification -7CFR245.6a

Requirement: The SFA must complete the verification process by November 15.

Finding: The SFA did not complete verification by November 15,2024

Corrective Action Required: The SFA will write a plan on how the verification process will be completed correctly. The designated person who is to complete verification will write the plan and send to the state agency by May 1, 2025

Requirement: The SFA request an extension until Dec 15,2024

Finding: The SFA did not request an extension.

Corrective Action Required: The SFA will write a plan on how the verification process will be completed correctly. The designated person who is to complete verification will write the plan and send to the state agency by May 1, 2025

Local Wellness Policy 7 CFR 210.30

Requirement: Triennial Assessment completed, and results provided to the public.

Finding: No documentation provided to show triennial assessment has been completed.

Corrective Action Requirement: Wellness committee must complete triennial assessment and make it available to the public. Provide documentation to the state agency by May 1, 2025

Competitive Foods 7 CFR 210.11 & 220.12

Requirements: Foods & beverages sold to students during the school day including a la carte foods & beverages sold during meal service meet Smart Snack standards.

Finding: Labels were not provided for candy sales, bake sales, snack sales, cheesecake sales that are being sold during the school day, outside of the cafeteria. Wellness Policy is not being followed regarding Smart Snack.

Corrective Action Required: Please provide documentation that products being sold meet Smart Snack standards. If products do not meet standards, discontinue serving.

Professional Standards 7-CFR 210.31

Requirement: Child Nutrition Director training requirements.

Finding: Child Nutrition Director has not completed ABVM during the administrative review.

Corrective Action Required: The Child nutrition director needs additional training. The training listed below needs to be completed and certificates need to be sent to the State Agency, and the training can be found on OSDE Connect. The training topics that need to be completed are Verification, Provision 2, ABVM and food safety. This needs to be completed by May 1, 2025.

On-Site Monitor Reviews -7CFR 210.8 (a) (1)

Requirement: On site monitoring review for breakfast and lunch conducted by February 1.

Finding: The SFA has not completed the on-site monitor reviews by Feb1

Corrective Action Required: Complete monitoring reviews and send to State Agency by May 1, 2025

Requirement: The SFA did not complete on-site monitoring reviews for breakfast and lunch by February 1.

Finding: The SFA did not complete the monitoring reviews by February1 and did not ask for an extension.

Corrective Action Required: Complete monitoring reviews and send to the State Agency May 1, 2025.

Requirement: The SFA must complete the FSMC monitor.

Finding: The SFA has not completed the FSMC monitor review.

Corrective Action Required: The SFA must complete the FSMC monitor review by May 1, 2025, and send it to State Agency.

Meal Counting and Claiming- 7 CFR 210.7(c)

Requirement: Edit checks must be equal to or better than state agency required information.

Finding: The SFA edit check does not have all the required information. During the administrative review the state agency and FSMC reached out to the software company the SFA is currently using to help with getting the correct information on the edit checks.

Corrective Action Required: The SFA must provide edit checks with correct information or complete edit checks by hand.