

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:				

Resource Management (Continued)

Requirement #4 Breakfasts and lunches sold to teachers, administrators, custodians and other adults priced so adult payment in combination with any per-lunch revenue from other sources designated specifically for support of adult meals sufficient to cover overall cost of the lunch.

Finding: Non-Certified staff are charged less than required amount. Tracking was completed, but difference was not paid by General Fund. Technical assistance was provided in October.

Corrective Action Required: Corrected prior to on-site review; no additional action needed.

Requirement #5 SFA served adult meals at non-pricing sites and/or served adult meals free of charge to adults not directly involved in the meal service; determine how the nonprofit school food service was reimbursed in full for the cost of all adult meals served. SFA's process for recovering the full cost of adult meals served is sufficient.

Finding: Substitute teaching staff is not charged for meals. Tracking was completed, but difference was not paid by the General Fund. Technical assistance was provided in October. Prior to on-site review, correction was made and Child Nutrition was made whole.

Corrective Action Required: Corrected prior to on-site review; no additional action needed.

Requirement #9 -10 SFA correctly calculate its nonprogram revenue ratio and its food cost ratio. SFA found that its revenue ratio was less than its food cost ratio and SFA took additional steps to adequately resolve the problem.

Finding: Due to inaccurate food cost amount calculations, revenue ratio appears to be less than food cost ratio. Technical assistance was provided in proper food cost calculations. Therefore, the ratio problem is resolved with proper amounts calculated.

Corrective Action Required: Ensure non-program revenue ratio is more than food cost ratio by using OCAS worksheet.

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: _____