STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Arkansas Military and First Responders Academy
Date of Administrative Review (Entrance Conference Date): March 11, 2024
Date review results were provided to the School Food Authority (Exit Conference Date): April 4, 2024

General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in? (Select all that apply)
   ✓ School Breakfast Program
   ✓ National School Lunch Program
   ☐ Fresh Fruit and Vegetable Program
   ✓ Afterschool Snack
   ☐ Seamless Summer Option
2. Does the School Food Authority operate under any Special Provisions? (Select all that apply)
   ☐ Community Eligibility Provision
   ☐ Special Provision 2

Review Findings

3. Were any findings identified during the review of this School Food Authority?
   ✓ Yes ☐ No

REVIEW FINDINGS

A. Meal Access and Reimbursement – Performance Standard 1

YES	NO		Technical Assistance	Corrective Action
✓	☐	Certification and Benefit Issuance	✓	✓
☐	✓	Verification	☐	☐
✓	☐	Meal Counting and Claiming	✓	✓
☐	✓	Charge Policy and Unpaid Meal Procedures	☐	☐

Findings:

1. Upon review of 65 eligibility documents, eight (8) applications were determined correctly but given the incorrect status in the point of sale (POS).
   - Four (4) applications were determined reduced, but the students were free in the POS.
   - Three (3) applications were denied, but the students were free in the POS.
   - One (1) application was determined reduced, but the student was paid in the POS.
     This is a 12% error rate. In accordance with 7 CFR 210.18(l), fiscal action must be applied for SFAs (School Food Authorities) with an eligibility error rate greater than 3%.

2. Upon review of meal counts for January 2024, it was discovered that the POS did not include counts for several days in each month (September to January). In total, 534 breakfasts and 1008 lunches were underclaimed. In accordance with 7 CFR 210.7(c)(1)(iv), meal counts should be correctly recorded, consolidated, and reported on the Claim for Reimbursement. Per 7 CFR 210.18(l)(1)(ii)) the State Agency must apply fiscal action to the incorrect meal counts at the SFA level.

3. Upon review of verification documentation from the 2023-2024 school year it was discovered that verification was completed in February 2024. In accordance with 7 CFR 245.6a(b)(1) the local education agency must complete the verification efforts not later than November 15 of each school year.

B. Meal Patterns and Nutritional Quality

YES	NO		Technical Assistance	Corrective Action
✓	☐	Meal Components and Quantities	✓	✓
☐	✓	Offer versus Serve	☐	☐
☐	✓	Dietary Specifications and Nutrient Analysis	☐	☐

Findings:

1. Upon review of production records for the week January 8-12, 2024, it was discussed and determined that the menu planner was planning and preparing meals using the K-8 meal pattern. As a result, the following errors were discovered:

- Only 62.79% of grains for the week were whole grain rich. In accordance with 7 CFR 210.10(c)(2)(iv)(B), at least 80% of grains offered weekly (by ounce equivalents) must meet the whole grain-rich criteria specified in [Food and Nutrition Service] FNS guidance, and the remaining grain items offered must be enriched.
- On January 12, 2024, 1.75 oz meat/meat alternate (M/MA) was offered. In accordance with 7 CFR 210.10(c), 2.0 oz (M/MA) must be offered for grades 9-12.

C. General Program Areas

YES	NO		Technical Assistance	Corrective Action
☐	✓	Resource Management	☐	☐
✓	☐	Civil Rights	✓	✓
✓	☐	SFA On-Site Monitoring	✓	✓
✓	☐	Local School Wellness Policy	✓	✓
☐	✓	Smart Snacks in Schools	☐	☐
✓	☐	Professional Standards	✓	✓
☐	✓	Water	☐	☐
✓	☐	Food Safety, Storage, and Buy American	✓	✓
☐	✓	Reporting and Record Keeping	☐	☐
☐	✓	School Breakfast Program and Summer Meals Outreach	☐	☐
☐	✓	After School Snack	☐	☐
☐	☐	Seamless Summer	☐	☐
☐	☐	Fresh Fruit and vegetable Program	☐	☐
✓	☐	Other: *vended meals*	✓	✓

Findings:

1. Upon review it was discovered that the nondiscrimination statement (NDS) was not on the district website. Per FNS Instruction 113-1 IX A 3 Nondiscrimination Statement, all information materials and sources, including websites, used by FNS, State agencies, local agencies, or other subrecipients to inform the public about FNS programs must contain a nondiscrimination statement.

2. The district did not complete onsite monitoring for breakfast and lunch. In accordance with 7 CFR 210.8(a)(1), Every school year, each school food authority with more than one school shall perform no less than one on-site review of the counting and claiming system and the readily observable general areas of review cited under § 210.18(h), as prescribed by FNS for each school under its jurisdiction. The on-site review shall take place prior to February 1 of each school year.

3. Upon review of wellness documentation, it was discovered that the district did not make the wellness policy available to the public. In accordance with 7 CFR 210.31(f)(2), the district must have documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.

4. Upon review of professional standards documentation, it was discovered that neither the CND nor staff working in the child nutrition program have completed the required number of professional development hours required by the Arkansas Department of Education Rules Governing the Certification and Continuing Professional Development of Child Nutrition Directors, Managers, and Workers. In accordance with 7 CFR 210.30(b)(3) Each school year, the school food authority must ensure that all school nutrition program staff complete annual continuing education/training.

5. A food safety plan and safety data sheets (SDS) were not available at the review site. In accordance with 7 CFR 210.13(c), The school food authority must develop a written food safety program that covers any facility or part of a facility where food is stored, prepared, or served. The food safety program must meet the requirements in paragraph (c)(1) or paragraph (c)(2) of this section, and the requirements in § 210.15(b)(5).

6. Upon review it was determined that the site received vended meals. However, the district could only provide a copy of the response to the solicitation and not a complete vended meals contract. The Non-Federal entity must maintain records sufficient to detail the history of procurement.

MEAL COUNT ADJUSTMENT FORM

Adjustment for: FFY 2023
Breakfast: x Lunch
Safety Net:
Date: March 12, 2024
Severe Need:
School Year: **2023-2024**

RATES:

Free:	$2.28	✓
Reduced:	$1.98	✓
Paid:	$0.38	✓
TOTAL		

District Name: AMFRA **LEA#:** **6064700**
School: AMFRA
Reviewer: Faith English and Courtney Erick

CN method of processing: Check: Adj. Claim: x
Reason for over/under claim: PS1 violations Audit: Audit finding: x
Reference documents attached: Claim: CRE Result: x Audit finding:
Explanation for over/under claim PS1 violations Audit Finding: Daily Records: x
Other:

PBR:

Month 1st Rate	O/U	# Free	O/U	# Rd	O/U	# Paid	O/U	# Total	O/U	$ Free	O/U	$ Reduced	O/U	$ Paid	O/U	$ Total	O/U	$ Grand Total
July								0		0.00		0.00		0.00		$ -		$0.00
Aug.								0		0.00		0.00		0.00		$ -		$0.00
Sept.	U	✓ 78	U	✓ 56	U	✓ 73		207		177.84		110.88		27.74		$ -		$316.46
SUB-TOTAL								207		177.84		110.88		27.74		$ -		$316.46
Month 2nd Rate								0		0.00		0.00		0.00		$ -		$0.00
Oct.								0		0.00		0.00		0.00		$ -		$0.00
Nov.								0		0.00		0.00		0.00		$ -		$0.00
Dec.								0		0.00		0.00		0.00		$ -		$0.00
Jan.								0		0.00		0.00		0.00		$ -		$0.00
Feb.								0		0.00		0.00		0.00		$ -		$0.00
Mar.								0		0.00		0.00		0.00		$ -		$0.00
Apr.								0		0.00		0.00		0.00		$ -		$0.00
May								0		0.00		0.00		0.00		$ -		$0.00
June								0		0.00		0.00		0.00		$ -		$0.00
SUB-TOTAL		0		0		0		0		0.00		0.00		0.00		$ -		$0.00
TOTAL		0		0		0		207		177.84		110.88		27.74		$ -		$316.46

Checked by: CourtneyErick VJ 3.13.24 Date: 3/12/24

O = OVERCLAIM (Enter as a negative number - you are reducing the number of meals claimed)

U - UNDERCLAIM (Enter as a positive number - you are increasing the number of meals claimed)

MEAL COUNT ADJUSTMENT FORM

Adjustment for: FFY 2023
Breakfast: ______ Lunch x
Safety Net: ______
Date: March 12, 2024
Severe Need: ______
School Year: 2023-2024

RATES:

Free:	$4.25 ✓
Reduced:	$3.85 ✓
Paid:	$0.40 ✓
TOTAL	

District Name: AMFRA **LEA#:** 6064700
School: AMFRA
Reviewer: Faith English and Courtney Erick

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Reference documents attached: Claim: ______ CRE Result: x Audit finding: ______
Explanation for over/under claim PS1 violations Audit Finding: ______ Daily Records: x
Other: ______

PBR: ______

Month 1st Rate	O/U	# Free	O/U	# Rd	O/U	# Paid	O/U	# Total	O/U	$ Free	O/U	$ Reduced	O/U	$ Paid	O/U	$ Total	O/U	$ Grand Total
July								0		0.00		0.00		0.00		$ -		$0.00
Aug.								0		0.00		0.00		0.00		$ -		$0.00
Sept.	U	✓ 168	U	✓ 86	U	✓ 135		389		714.00		331.10		54.00		$ -		$1,099.10
SUB-TOTAL		168		86		135		389		714.00		331.10		54.00		$ -		$1,099.10
Month 2nd Rate								0		0.00		0.00		0.00		$ -		$0.00
Oct.								0		0.00		0.00		0.00		$ -		$0.00
Nov.								0		0.00		0.00		0.00		$ -		$0.00
Dec.								0		0.00		0.00		0.00		$ -		$0.00
Jan.								0		0.00		0.00		0.00		$ -		$0.00
Feb.								0		0.00		0.00		0.00		$ -		$0.00
Mar.								0		0.00		0.00		0.00		$ -		$0.00
Apr.								0		0.00		0.00		0.00		$ -		$0.00
May								0		0.00		0.00		0.00		$ -		$0.00
June								0		0.00		0.00		0.00		$ -		$0.00
SUB-TOTAL		0		0		0		0		0.00		0.00		0.00		$ -		$0.00
TOTAL		168		86		135		389		714.00		331.10		54.00		$ -		$1,099.10

Checked by: CourtneyErick Date: 3/12/24

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MEAL COUNT ADJUSTMENT FORM

Adjustment for: FFY 2024
Breakfast: x Lunch
Safety Net:
Date: March 12, 2024
Severe Need:
School Year: 2023-2024

District Name: AMFRA LEA#: 6064700
School: AMFRA
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July								0		0.00		0.00		0.00		$ -		$0.00
Aug.								0		0.00		0.00		0.00		$ -		$0.00
Sept.								0		0.00		0.00		0.00		$ -		$0.00
SUB-TOTAL								0		0.00		0.00		0.00		$ -		$0.00
Month 2nd Rate								0		0.00		0.00		0.00		$ -		$0.00
Oct.	U	✓ 79	U	✓ 71	U	✓ 75		225		180.12		140.58		28.50		$ -		$349.20
Nov.	O	✓ -1	U	✓ 33	U	✓ 29		61		-2.28		65.34		11.02		$ -		$74.08
Dec.	O	✓ -9	U	✓ 7	U	✓ 13		11		-20.52		13.86		4.94		$ -		-$1.72
Jan.	U	✓ 4	U	✓ 8	U	✓ 18		30		9.12		15.84		6.84		$ -		$31.80
Feb.								0		0.00		0.00		0.00		$ -		$0.00
Mar.								0		0.00		0.00		0.00		$ -		$0.00
Apr.								0		0.00		0.00		0.00		$ -		$0.00
May								0		0.00		0.00		0.00		$ -		$0.00
June								0		0.00		0.00		0.00		$ -		$0.00
SUB-TOTAL		73		119		135		327		166.44		235.62		51.30		$ -		$453.36
TOTAL		73		119		135		327		166.44		235.62		51.30		$ -		$453.36

Checked by: Madison 3.13.24 Date:

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MEAL COUNT ADJUSTMENT FORM

Adjustment for: **FFY** **2024**
Breakfast: ______ Lunch x
Safety Net: ______
Date: March 12, 2024
Severe Need: ______
School Year: **2023-2024**
RATES:

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Explanation for over/under claim PS1 violations Audit Finding: ______ Daily Records: ______
Other: ______

PBR: ______

Month 1st Rate	O/U	# Free	O/U	# Rd	O/U	# Paid	O/U	# Total	O/U	$ Free	O/U	$ Reduced	O/U	$ Paid	O/U	$ Total	O/U	$ Grand Total
July								0		0.00		0.00		0.00		$ -		$0.00
Aug.								0		0.00		0.00		0.00		$ -		$0.00
Sept.								0		0.00		0.00		0.00		$ -		$0.00
SUB-TOTAL		0		0		0		0		0.00		0.00		0.00		$ -		$0.00
Month 2nd Rate								0		0.00		0.00		0.00		$ -		$0.00
Oct.	U	✓ 172	U	✓ 129	U	✓ 88		389		731.00		496.65		35.20		$ -		$1,262.85
Nov.	U	✓ 33	U	✓ 56	U	✓ 30		119		140.25		215.60		12.00		$ -		$367.85
Dec.	O	✓ -14	U	✓ 30	U	✓ 11		27		-59.50		115.50		4.40		$ -		$60.40
Jan.	U	✓ 9	U	✓ 32	U	✓ 43		84		38.25		123.20		17.20		$ -		$178.65
Feb.								0		0.00		0.00		0.00		$ -		$0.00
Mar.								0		0.00		0.00		0.00		$ -		$0.00
Apr.								0		0.00		0.00		0.00		$ -		$0.00
May								0		0.00		0.00		0.00		$ -		$0.00
June								0		0.00		0.00		0.00		$ -		$0.00
SUB-TOTAL		200		247		172		619		850.00		950.95		68.80		$ -		$1,869.75
TOTAL		200		247		172		619		850.00		950.95		68.80		$ -		$1,869.75

Checked by: Yjackson 3·13·24 Date: ______

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