

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Armorel School District

Date of Administrative Review (Entrance Conference Date): February 27, 2024

Date review results were provided to the School Food Authority (Exit Conference Date): February 29, 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 2023-2024 verification file, the following was discovered:
 - a. The applications selected for verification were not confirmed by the confirming official. In accordance with 7 CFR 245.6a(e)(1)(i), prior to conducting any other verification activity, an individual, other than the individual who made the initial eligibility determination, shall review for accuracy each approved application selected for verification to ensure the initial determination was correct.
 - b. There was no follow up after the first attempt to receive verification documents from households. According to 7 CFR 245.6a(f)(6), the district shall make at least one attempt to contact any household that does not respond to verification request.
 - c. The district did not provide an adverse action notice after not receiving a response from households and did not wait ten (10) days after notice to reduce or terminate benefits. According to 7 CFR 245.6a(j), the district must provide a ten (10) day advance notice to households that will receive a reduction or termination of benefits before the reduction or termination occurs. The notice shall advise the household of: the change, reason(s) for change, notification of right to appeal and when the appeal must be filed, instruction on how to appeal, and the right to reapply at any time during the 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:				
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:	☐	☐
Findings:				
1) There was no documentation that menu reviews occurred during wellness committee meetings. Per Arkansas Code 20-7-135(e)(1) and Arkansas Department of Education Rules Governing Nutrition and Physical Activity Standards and Body Mass Index for Age Assessment Protocols in Arkansas Public Schools 6.06.05, the wellness committee is required to review district menus and other foods sold in the cafeteria on a quarterly basis. 2) The adult meal price for lunch is currently \$3.50. In accordance with FNS Instruction 782-5 Rev. 1, the minimum adult payment should reflect the price charged to students paying the school's designated full price, plus the current value of Federal cash and donated food assistance (entitlement and bonus) for full price meals. The recommended adult meal price for the school year 2023 – 2024 is \$4.65 as described in commissioner's memo COM-24-005.				