

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Blytheville School District

Date of Administrative Review (Entrance Conference Date): Monday, October 28, 2024

Date review results were provided to the School Food Authority (Exit Conference Date): Wednesday, October 30, 2024

High Risk Follow-up Required: ☒ Yes ☐ No

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
☐	☒	Module 1: Eligibility: Certification and Benefit Issuance	☐	☐
☐	☒	Module 2: Verification	☐	☐
☒	☐	Module 3: Meal Counting and Claiming	☒	☒

Findings:

- 1) **Finding (Meal Access and Reimbursement, Counting and Claiming- Module 3):** Upon review of September 2024 point of service counts for lunch and the claim for reimbursement, documentation from the point of service submitted for review showed 20,234 meals while 20,202 meals were claimed for reimbursement. The district stated that new students being entered into the system created additional meals. Documentation to reflect whether new student meals were being entered twice or not was unavailable at the time of review. In accordance with 7 CFR 210.7(c)(1)(iv) meal counts should be correctly recorded, consolidated, and reported on the Claim for Reimbursement.
- 2) **Finding (Meal Access and Reimbursement, Counting and Claiming- Module 3):** On the day of review at the Blytheville Primary school, it was observed that the district did not have an accurate count by eligibility category at the point of service (POS). Inaccurate counts resulted in grades K-2 lunch service, one (1) student exiting the serving line without a tray and was entered at the point of sale (POS) and preschool lunch service, four (4) students who did not receive a tray were entered at the POS. In accordance with 7 CFR 210.18(g)(1)(ii)(B), each type of food service line provides accurate point of service meal counts, by type, and those meal counts are correctly counted and recorded.
 - a. Pre-K breakfast meal service: During breakfast observation, meal counts were not taken at the POS. Classroom teachers are given a student attendance list and check off all kids that will eat a meal. This list goes to cafeteria staff to enter students checked on the list as receiving a meal. Four (4) students were checked off the list but did not receive a meal.
 - b. K-5 meal service:
 - i. Some grades came through the line with name badges around their neck, and some grades the students name badges came in a bag with their designated teacher. Students would come through the line and the staff would scan all name badges received in the bag without checking that the student received a reimbursable meal. Name badges given by teachers to staff off all students in attendance that day, unable to distinguish which ones went through the line other than basing it off the roster.

- ii. Teachers also were supposed to give attendance rosters to staff with an accurate count of students getting a meal, but they only reported all the students who were in class that day. Counts were also "taken" by teachers before meal service began.

B. Meal Patterns and Nutritional Quality

YES	NO		Technical Assistance	Corrective Action
☒	☐	Module 4: Meal Components and Quantities	☒	☒

Findings:

- 1) **Finding (Meal Pattern and Nutritional Quality- Module 4):** Upon review of meal service at Blytheville Primary School, it was determined Offer vs Serve (OVS) was not being properly implemented at breakfast or lunch meal service. The main entrees and sides were being pre-plated with no opportunity for students to decline these items. In accordance with 7 CFR 220.8(e), under offer versus serve, students are allowed to decline one of the four food items, provided that students select at least 1/2 cup of the fruit component for a reimbursable meal. In accordance with 7 CFR 210.10(e), under offer versus serve, students must be allowed to decline two components at lunch, *except that* the students must select at least 1/2 cup of either the fruit or vegetable component.

C. General Program Areas

YES	NO		Technical Assistance	Corrective Action
☒	☐	Module 5: Wellness	☒	☒
☐	☒	Module 5: Smart Snacks	☐	☐
☐	☒	Module 6: Food Safety and Storage	☐	☐
☐	☒	Module 7: Hiring and Professional Standards	☐	☐
☒	☐	Module 8: General Area	☒	☒
☒	☐	Module 9: Afterschool Snack	☒	☒
☐	☒	Module 10: Fresh Fruit and Vegetable Grant Program	☐	☐
☐	☒	Module 11: Food Service Management Company	☐	☐

Findings:

1. **Finding (Wellness and Smart Snacks- Module 5):** Upon review of the Wellness policy, meetings, and Triennial Assessments, the following issues were found:
 - a. Quarterly Wellness Committee meetings did not occur, and menus have not yet been reviewed for the current school year. According to A.C.A. § 6-20-709, menus must be reviewed and provided to the school nutrition and physical activity advisory committee on a quarterly basis.
 - b. The district was unable to provide documentation of Triennial Assessment. According to 7 CFR 210.31(f) district must retain records showing compliance with wellness requirements including Triennial Assessment, updates to local wellness policy, and demonstrating policy, assessments, and goals are made available to the public.
2. **Finding (General Areas- Module 8):** Upon review, the SFA did not have Afterschool Snack or wellness program records kept for 5 years after the final claim for reimbursement for the fiscal year or until resolution of any audits. According to Arkansas Regulation, A.C.A. § 6-20-704 states, these accounts and records at all times be available for inspection and audit by authorized officials and shall be preserved for such period of time, not in excess of five (5) years, as the state board may lawfully prescribe.
3. **Finding (Afterschool Snack- Module 9):** Upon review of the SFA's Afterschool Snack Program, the following errors were discovered:
 - a. Records such as production records and menus were not available. In accordance with 7 CFR 210.10(a)(3), schools or school food authorities, as applicable, must keep production and menu records for the meals they produce. These records must show how the meals offered contribute to the required meal components and food quantities for each age/grade group every day.

- b. On the October month of review, meal counts were based on attendance. The SFA claimed one thousand one hundred eighty-two (1,182) students on their October monthly claim based on an attendance sheet for the afterschool program. In accordance with 7 CFR 210.18(g)(1)(ii)(B) each type of food service line provides accurate point of service meal counts, by type, and those meal counts are correctly counted and recorded.
- c. The Afterschool Snack Coordinator also admitted to letting students choose if they wanted one (1) or two (2) food items. In accordance with 7 CFR 210.10(o)(2)(ii) states schools serving afterschool snacks to K-12 must contain two different components from the following four: fluid milk, meats/meat alternates, vegetable or fruit, and/or grains.
- d. Onsite monitoring was not performed during the first four (4) weeks of the Afterschool Snack Program. In accordance with 7 CFR 210.9(c)(7), schools must review each afterschool care program two times a year; the first review shall be made during the first four weeks that the school is in operation each school year.