

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Cave City School District

Date of Administrative Review (Entrance Conference Date): February 26, 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 eligibility documents for school year 2023-2024, errors were found.
 - a. One (1) student was not given the correct status based on application determination when put into the point of sale system (POS). This resulted in one (1) status change from free to reduced. In accordance with 7 CFR 210.7(c)(1)(ii)(A), the benefits system must accurately reflect eligibility status.
 - b. Two (2) students were given the wrong status due to miscalculating income on the application. This resulted in two (2) status changes from free to reduced. In accordance with 7 CFR 245.6(c)(4), the local educational agency must use the income information provided by the household on the application to calculate the household's total current income.
- 2) Upon review of verification documentation from the 2023-2024 school year errors were discovered.
 - a. Two (2) applications were not verified correctly. One (1) application moved from free to reduced. One (1) application moved from free to paid. Both errors were due to incorrect income and eligibility calculations.
 - b. One (1) application was verified correctly as moving from reduced to free, however, the student was never changed in the point of sale (POS) system .

In accordance with 7 CFR 245.6a(f)(7), "based on the verification activities, the local educational agency shall make appropriate modifications to the eligibility determinations made initially."
 - c. The annual FNS 742, verification collection report indicated that verification activities were completed after November 15, 2023. In accordance with 7 CFR 245.6a(b)(1) the local SFA must complete the verification efforts no 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 breakfast meal service on February 27, 2024, at Cave City Middle School, some trays did not include a fruit or vegetable component. In accordance with 7 CFR 220.8(b)(1)(iii), at breakfast, the meal selected by each student must have the number of food components required for a reimbursable meal and include at least (1) fruit or vegetable.				
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:	☐	☐