

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Gurdon School District

Date of Administrative Review (Entrance Conference Date): 2/25/2024

Date review results were provided to the School Food Authority (Exit Conference Date): 2/29/2024

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 260 eligibility documents, it was discovered that one (1) application was processed incorrectly. It was processed as free, when it should have been denied. In accordance with 7 CFR 245.6(c)(4), all income listed on the application must be taken into account when calculating the total household income.
- 2) Upon review of verification documents for school year 2023-2024 the following was discovered:
 - a. One (1) household submitted a screenshot of their bank statement, therefore net income was used. In accordance with the Eligibility Manual for School Meals the household must provide the total amount of current gross income.
 - b. One (1) household application should have been paid based on the pay stubs submitted by the household, however it was determined as no change. 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.

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 of January 22-25, 2024, at Gurdon High School the following was discovered:

- a. At lunch on one (1) of the five (5) days $\frac{3}{4}$ cup of vegetables were offered. In accordance with 7 CFR 210.10(c) students in grades 9-12 must be offered at least 1 cup of vegetables daily.
- b. At lunch over the course of the week only $\frac{1}{4}$ cup of legumes were offered. In accordance with 7 CFR 210.10(c) students in grades 9-12 must be offered at least $\frac{1}{2}$ cup of legumes weekly.
- c. At lunch on one (1) of the five (5) days 1.75oz meat/meat alternative was offered, due to using a non-creditable cheese sauce. In accordance with 7 CFR 210.10(c) students in grades 9-12 must be offered at least 2oz meat/meat alternative daily.
- d. Production records were incomplete and crediting information was missing or inaccurately listed. 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 food components and food quantities for each age/grade group every day.

C. General Program Areas

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

Findings:

1) Upon review of January 2024 point of sale counts for the afterschool snack program it was discovered that the district underclaimed 263 snacks. In accordance with 7 CFR 210.7(c)(1)(iv) meal counts should be correctly recorded, consolidated, and reported on the Claim for Reimbursement.