

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Guy Perkins School District

Date of Administrative Review (Entrance Conference Date): April 16, 2024

Date review results were provided to the School Food Authority (Exit Conference Date): April 18, 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: - Upon review of the March 2024 claim and point-of-sale (POS) records, it was found that the amount of meals served for breakfast and lunch did not match between the two documents. The discrepancies are stated below: a. For breakfast, the March claim stated a total of 3,597 meals, breaking down to 2,660 free meals and 937 paid meals. The POS records for March breakfast showed the total meals of 3,852, which breaks down to 2,849 free meals and 1,003 paid meals. This indicates an underclaim of 189 free meals and 66 paid meals. For a total underclaim of \$541.05. b. For lunch, the March claim stated a total of 3,921 meals, breaking down into 2,721 free meals and 958 paid meals. The POS records for March lunch showed the total meals 3,852, breaking down into 2,900 free lunches and 1,021 paid lunches. This indicates an underclaim of 179 free meals and 63 paid meals. For a total of \$810.15. - Upon review of the counting system conducted at the high school, it was found that the current second chance breakfast counting procedures were not within regulation. In accordance with 7 CFR 220.11(d), The school food authority shall establish internal controls which ensure the accuracy of breakfast counts prior to the submission of the monthly Claim for Reimbursement. The current meal counting procedures were using leftovers to record breakfast meals served, instead of POS.				
B. Meal Patterns and Nutritional Quality				
YES	NO		Technical Assistance	Corrective Action
✓	☐	Meal Components and Quantities	✓	✓
✓	☐	Offer versus Serve	✓	✓

☐	☒	Dietary Specifications and Nutrient Analysis	☐	☐
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Findings:

- Upon review of second chance breakfast, it was found that five (5) students left the line without taking the fruit component. Per federal regulation 2 CFR 220.8(e), for Offer Vs. Serve, students must select at least ½ cup of the fruit component for a reimbursable meal.
- Upon review of production records for the week of March 12-15, meal pattern violations were discovered. It was found that a total of 1 cup of red/orange vegetable was served for the week for line 1. In accordance with 7 CFR 210(c), a total of 1 ¾ cup of red/orange vegetables must be offered to students grade 9-12 on all serving lines.

C.

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: FSMC contract monitoring	☒	☒

Findings:

- Upon review of the Wellness committee, the following issues were found:
 - a. The wellness committee only met two times during the current school year. In accordance with A.C.A. § 6-20-709, each school district shall provide to the district's school nutrition and physical activity advisory committee menus for the program and other food sold in the school cafeteria on a quarterly basis.
 - b. The triannual assessment has not been completed within the past three years. In accordance with 7 CFR 210.31(e)(2), at least once every three years, the school must assess the wellness policy and make updates available to the public.
- Upon review of a la carte offerings at Guy Perkins High School, it was found that the SFA was selling low calorie, no calorie flavored beverages such as Sparkling ICE that exceeded 12 fluid ounces. According to Division of Elementary and Secondary Education Rules Governing Nutrition and Physical Activity Standards and Body Mass Index for Age Assessment Protocols in Arkansas Public Schools (revised November 2022) all competitive beverages sold must meet Smart Snacks requirements (as defined in 7 CFR 210.11(k) and 7 CFR 210.11(m)) in addition to limiting beverages to 12 fluid ounces.
- Upon review of the March invoice from OPAA!, it was discovered that contract meals are being served and billed to preschool students monthly. The district did not select contract meals when the original Request for Proposal (RFP) was released in Spring of 2021. It was also discovered that the contract reflects meal service for 178 days and the district is currently operating 143

days. The value in the decreased days of operation was weighted with the value of increased revenue from contract meals and CNU determined that there has been a material change to the contract. Due to the timing of this finding, the district may move forward with renewal of this current contract for school year 2024-2025. In school year 2025-2026, the district may select from the following options:

School Year 24-25:

- a. Option 1: The SFA operates according to the original terms of the contract but may not provide contract meals.
- b. Option 2: The SFA operates according to the original terms of the contract and may provide contract meals to the preschool using nonfederal funds to pay OPPA! for these meals.

School Year 25-26:

- c. Option 1: The SFA may exercise their right not to renew the contract into school year 2025-2026 and operate to the original terms of the contract. Contract meals may not be provided.
 - d. Option 2: The SFA may start the RFP solicitation process in January 2025 or return to a self-operated school district in 2025-2026.
- Upon review of the counting system conducted at the high school, it was found that the current Afterschool Snack counting procedures were not within regulation. The snack counts were based off leftovers, instead of at the POS. Per federal regulation, 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.