

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Heber Springs School District

Date of Administrative Review (Entrance Conference Date): 12/10/2024

Date review results were provided to the School Food Authority (Exit Conference Date): 12/12/2024

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) Upon reviewing 275 student eligibility documents for the 2024-2025 school year, several errors were identified.
 - a. One (1) application was missing the required adult signature. In accordance with 7 CFR 245.6(a)(7), an adult family member must sign the application.
 - b. One (1) application was miscalculated resulting in the household status being changed from reduced to paid. In accordance with 7 CFR 245.6(c)(4), the local educational agency is required to use the income information provided by the household to accurately calculate the total current income.
- 2) Upon review of verification documentation from the 2024-2025 school year one (1) of the eight (8) applications reviewed did not submit income documentation for one of the incomes listed on the application. In accordance with 7 CFR 245.6a(a)(7)(ii), if the household does not submit documentation for all incomes listed on the original application or via a collateral contact, the eligibility must be terminated.

B. Meal Patterns and Nutritional Quality

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

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:

- 3) Upon review of the Chartwells invoice for October the operating ledger indicated that the school district was not charged the administrative and management fees for snacks provided under the Afterschool Snack Program, as required by the FSMC contract. In accordance with 2 CFR 200.318(b), school districts are required to monitor contractors to ensure that they comply with the terms, conditions, and specifications outlined in their contract.