

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Hillcrest School District

Date of Administrative Review (Entrance Conference Date): March 12, 2024

Date review results were provided to the School Food Authority (Exit Conference Date): March 14, 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 the school year 2023-2024, errors were found.
 - a. Five (5) students were given the wrong status due to miscalculating income on the application. This resulted in one (1) status change from reduced to paid, one (1) status change from reduced to free, and three (3) 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.
 - b. One (1) application was found to be lost. The determination had been put into the POS system as approved reduced but did not have documentation of eligibility. In accordance with 7 CFR 245.6(a), the school food authority (SFA) must have free and reduced applications for those who qualify, filled out with the required information of income received by each household member, source and frequency of income, all household members, the last four digits of the adult's SSN or if the adult does not have a SSN, that must be indicated, and adult member's signature. Arkansas Regulation, A.C.A § 6-20-704, states "these accounts and records shall 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".

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 High School production records for January 8-12, 2024, errors were found.
 - a. On the hot line breakfast option, 9 oz eq grains were served for the week with 4 oz eq being whole grain rich. Therefore, the weekly whole grain rich percentage was 44.44%. According to 7 CFR 220.8(c), at least 80% of grains offered weekly must meet the whole grain-rich criteria as specified in 7 CFR 220.8(c)(2)(iv)(A), and the remaining grain items offered must be enriched.
 - b. At lunch, one line option served 11 oz eq grains for the week with 7 oz eq being whole grain rich. The weekly whole grain rich percentage was 63.64%. The other line option served 10.5 oz eq grains for the week with 8 oz eq being whole grain rich. The weekly whole grain rich percentage was 76.19%. According to 7 CFR 210.10(c), at least 80% of grains offered weekly must meet the whole

grain-rich criteria as specified in 7 CFR 210.10(c)(2)(iv)(B), and the remaining grain items offered must be enriched.

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:	☐	☐