

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Institute for the Creative Arts School District

Date of Administrative Review (Entrance Conference Date): 1/14/2025

Date review results were provided to the School Food Authority (Exit Conference Date): 1/22/2025

High Risk Follow-up Required: ☐ Yes ☒ No

General Program Participation

- 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
- Does the School Food Authority operate under any Special Provisions? (Select all that apply)
 - ☐ Community Eligibility Provision
 - ☐ Special Provision 2

Review Findings

- 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	☐	☐
B. Meal Patterns and Nutritional Quality				
YES	NO		Technical Assistance	Corrective Action
☒	☐	Module 4: Meal Components and Quantities	☒	☒
1) Finding (Module 4- Meal Pattern and Nutritional Quality): Upon review of lunch production records for the week of December 9-13, 2024, the following errors were discovered. - On December 9, 2024, 1.75-ounce equivalents were offered to students. In accordance with 7 CFR 210.10(c) 2-ounce equivalents of grains must be offered daily to students in grades 9-12. - The production records did not indicate the meal contribution of some items that were offered to students. 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 meal components and food quantities for each age/grade group every day.				
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	☐	☐

- 2) Finding (Module 5- Wellness and Smart Snacks):** Upon review of wellness documentation for school year 2024-2025 it was discovered that the district has not conducted a wellness committee meeting therefore, menus were not reviewed quarterly. In accordance with A.C.A 6-20-709, each school district shall provide to the school district's wellness committee with information on the requirements, standards of the program and menus for the program and other food sold in the school cafeteria on a quarterly basis. The wellness committee shall provide recommendations to the school district concerning menus and other foods sold in the school cafeteria.
- 3) Finding (Module 6- Food Safety and Storage):** Upon observation of the kitchen, it was discovered that the district did not have Material Safety Data Sheets (MSDS) for the chemicals used in the foodservice operation. Additionally, an electronic food safety plan was maintained on the CND's computer, a food safety plan was not available at the review site. In accordance with 7 CFR 210.13(c), the school food authority must develop a written food safety program that covers any facility or part of a facility where food is stored, prepared, or served. The food safety program must be based on Hazard Analysis Critical Control Point (HACCP).