

# STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Jacksonville North Pulaski School District  
**Date of Administrative Review (Entrance Conference Date):** January 29, 2024  
**Date review results were provided to the School Food Authority (Exit Conference Date):**

## 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                   |
|-------------------------------------|-------------------------------------|------------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Certification and Benefit Issuance       | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Verification                             | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Meal Counting and Claiming               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Charge Policy and Unpaid Meal Procedures | <input type="checkbox"/>            | <input type="checkbox"/>            |

#### Findings:

- Upon review of Breakfast in the Classroom (BIC) at Jacksonville Middle School, it was discovered that a long-term substitute teacher was allowing students to take a second breakfast. A class roster was used to checkmark students who took a meal but did not document second meals. The counts were taken after some students were finishing their meal or throwing it away rather than when they picked it up. In accordance with 7 CFR 210.18(h)(1)(iii), The State agency must ensure that all non-reimbursable foods sold by the school food service, including, but not limited to, a la carte food items, adult meals, and vended meals, generate at least the same proportion of school food authority revenues as they contribute to school food authority food costs, as required in § 210.14(f). Additionally, 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.

#### B. Meal Patterns and Nutritional Quality

| YES                                 | NO                                  |                                              | Technical Assistance                | Corrective Action                   |
|-------------------------------------|-------------------------------------|----------------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Meal Components and Quantities               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Offer versus Serve                           | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Dietary Specifications and Nutrient Analysis | <input type="checkbox"/>            | <input type="checkbox"/>            |

#### Findings:

- Upon review of production records and crediting documentation for the week December 11-15, 2023, it was discovered that the grain requirement was not being met at the Middle School on Monday, Wednesday, and Thursday of the review week. Students are given an option of three entrée items to choose from, one being a chef salad. Four (4) packages of crackers that are 6g per package are included as the grain component but were crediting for 0.75oz. In accordance with 7 CFR 210.10(c), the minimum daily requirement of grains for grades 6-8 is 1oz.

#### C. General Program Areas

| YES                      | NO                                  |                     | Technical Assistance     | Corrective Action        |
|--------------------------|-------------------------------------|---------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Resource Management | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Civil Rights        | <input type="checkbox"/> | <input type="checkbox"/> |

|                          |                                     |                                                    |                          |                          |
|--------------------------|-------------------------------------|----------------------------------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | SFA On-Site Monitoring                             | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Local School Wellness Policy                       | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Smart Snacks in Schools                            | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Professional Standards                             | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Water                                              | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Food Safety, Storage, and Buy American             | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Reporting and Record Keeping                       | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | School Breakfast Program and Summer Meals Outreach | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | After School Snack                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/>            | Seamless Summer                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/>            | Fresh Fruit and vegetable Program                  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/>            | Other:                                             | <input type="checkbox"/> | <input type="checkbox"/> |

**Findings:**

1.) Upon review of student allergy documentation, it was discovered that the district did not have meal modification medical statements on file for thirteen (13) students at the review sites. In accordance with 7 CFR 210.10(m)(1), Schools must make substitutions in lunches and afterschool snacks for students who are considered to have a disability under 7 CFR 15b.3 and whose disability restricts their diet. Substitutions must be made on a case-by-case basis only when supported by a written statement of the need for substitution(s) that includes recommended alternate foods, unless otherwise exempted by FNS. Such statement must be signed by a licensed physician.