

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Marmaduke High School

Date of Administrative Review (Entrance Conference Date): December 9, 2024

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

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				
1) 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) Finding (Meal Access and Reimbursement; Module 1 Eligibility): Upon review of one hundred sixty-eight (168) eligibility documents, twelve (12) applications had errors affecting a total of eighteen (18) students.				

- a. Two (2) applications were missing a social security number (SSN), affecting a total of four (4) students. In accordance with 7 CFR 245.6(a)(6), "applications must have the last four digits of the adult's SSN or if the adult does not have a SSN, that must be indicated".
- b. Three (3) applications were missing an adult signature, affecting a total of seven (7) students. In accordance with 7 CFR 645.6(a)(7), "the application must be signed by an adult member of the family".
 - i. Of these three (3) applications, one (1) application was also missing the income frequency, affecting three (3) of the seven (7) students. In accordance with 7 CFR 245.6(a)(5)(i), "applications must have the income amount and frequency received by each household member".
 - ii. Three (3) applications were determined as "free" but should have been determined as "reduced" based off income provided on the application. A total of four (4) students were affected.
 - iii. One (1) application was determined as "free" but should have been determined as "paid" based off income provided on the application. A total of one (1) student was affected.
 - iv. Two (2) applications were determined as "reduced" but should have been determined as "paid" based off income provided on the application. A total of two (2) students were affected.

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".

The errors noted above resulted in a 5.2% error rate. In accordance with 7 CFR 210.18(1), fiscal action must be applied for School Food Authorities (SFAs) with an eligibility error rate greater than 3%.

- 2) **Finding (Meal Access and Reimbursement; Module 2 Verification):** Upon review of verification documents for SY 2024-2025, four (4) of the five (5) applications selected for verification had errors:
 - a. On one (1) verified application listing two (2) students, one (1) error was discovered
 - i. The verified application was determined as "free" but should have been determined as "reduced" based off income source documentation and an email statement from the household regarding OT. In accordance with 7 CFR 245.6(a)(f)(7), "based on the verification activities, the local educational agency shall make appropriate modifications to the eligibility determinations made initially".
 - b. On one (1) verified application listing one (1) student, one (1) error was discovered
 - i. The original application was determined as "free" but should have been determined as "reduced" based off income provided on the application. 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".
 - c. On one (1) verified application listing two (2) students, two (2) errors were discovered

- i. One (1) income source documentation was submitted by the household but did not indicate frequency. In accordance with 7 CFR 245.6a(f)(2), "the documentation must indicate the source, amount and frequency of all income and can be for any point in time between the month prior to application for school meal benefits and the time the household is requested to provide income documentation".
- ii. The verified application was determined as "free" but should have been determined as "paid" based off incomplete verification on sources of income provided by the household. In accordance with 7 CFR 245.6(a)(f)(7), "based on the verification activities, the local educational agency shall make appropriate modifications to the eligibility determinations made initially".
- d. On one (1) verified application listing one (1) student, two (2) errors were discovered
 - i. The original application was determined as "free" but should have been determined as "paid" based off income provided on the application. 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".
 - ii. The Confirming Official determined the application as paid; however, the application was not replaced with a new application from the error-prone application selection. In accordance with 7 CFR 245.6a(e)(1)(i)(c), "if the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action in accordance with paragraph (j) of this section and do not conduct verification on this application and select a similar application (for example, another error-prone application) to replace it".

2) Meal Patterns and Nutritional Quality

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

Findings:

- 3) **Finding (Meal Pattern and Nutritional Quality; Module 4 Meal Pattern- Month of Review):** Upon review of production records for Marmaduke High School for the week of November 18-22, 2024, it was discovered that one of the serving lines did not meet daily and weekly requirements for grain for ninth-twelfth grade students.
- a. November 20, 2024, one serving line did not serve enough grain component, only reaching a minimum 0.75 oz grain component. In accordance with 7 CFR 210.10(c), "for grade groups 9-12, a minimum of 2oz eq grain must be offered on the serving line daily".
 - b. For the week of review November 18-22, 2024, only 9.75 oz eq grains were served at lunch during review week. In accordance with 7 CFR 210.10(c), "for grade groups 9-12, a minimum of 10oz eq grain must be offered on the serving line each week".

3) 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:

- 4) Finding (Monitored Area Module 6 Food Safety Site):** Upon review of the storage areas at Marmaduke High School the following was discovered:
- Two (2) shelving units in the storage room were less than 6 inches above the floor.
 - A walk-in freezer designated for frozen Commodity food items were stored directly on a pallet that was less than 6 inches above the freezer floor.

In accordance with the Arkansas Rules Pertaining to Retail Food Establishments 3-305.10, food must be protected from contamination by being at least 6 inches above the floor.