

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Pangburn School District

Date of Administrative Review (Entrance Conference Date): December 4, 2023

Date review results were provided to the School Food Authority (Exit Conference Date): December 8, 2023

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
☒	☐	Certification and Benefit Issuance	☒	☒
☒	☐	Verification	☒	☒
☒	☐	Meal Counting and Claiming	☒	☒
☐	☒	Charge Policy and Unpaid Meal Procedures	☐	☐

Findings:

- Upon review of 186 student eligibility documents, it was discovered that two (2) students were on the direct certification (DC) list and coded in eSchool correctly but had a paid status in the point of sale (POS) system. In accordance with 7 CFR 210.7(c)(1)(ii)(A), the benefits system must accurately reflect eligibility status.
- Upon review of Verification for school year 2023-24, the following errors were found:
 - One (1) of the six (6) applications reviewed did not submit income documentation for one of the incomes listed on the application. In accordance with 7 CFR 245.6a(f)(2), households selected and notified of their selection for verification must provide documentation of all income.
 - The students who received a reduction in benefits due to verification had a status change immediately. In accordance with 7 CFR 245.6a(j), If verification activities fail to confirm eligibility for free or reduced price benefits or should the household fail to cooperate with verification efforts, the school or local educational agency shall reduce or terminate benefits, as applicable, as follows: Ten days advance notification shall be provided to households that are to receive a reduction or termination of benefits, prior to the actual reduction or termination.
- It was discussed that meal counting for grades kindergarten through second had not been taking place at the POS for lunch, rather they were taken in the classroom by the teacher before coming to the cafeteria or receiving food. In accordance with 7 CFR 220.11(d), it is important that an accurate count is obtained at the POS and that counts are accurately taken and consolidated for the monthly claim.

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 production records for the week of October 9-13, 2023, it was discovered that the production records did not reflect the correct crediting information. a. Graham crackers served for breakfast on October 10 and 11, 2023, credit for 0.75oz grain, but production records show a serving size of 1oz and crediting for 1oz. b. The combo bar served for breakfast On October 11, 2023, credits for 0.25oz grain and 1oz meat, but production records show 1oz grain, 1oz meat. c. Pancake on a stick served for breakfast on October 13, 2023, credits for 1oz grain and 1oz meat/meat alternate, but production records show 2oz grain, 2oz meat. The CND said that they served one per student. d. When salad was served at lunch on October 10 and 12, 2023, the portion size shows 0.5 cup and crediting for 0.5 cup dark green vegetable, however raw leafy greens credit for ½ the amount.				
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:	☐	☐
Findings:				
1) Upon review of Wellness documents, it was discovered that the triennial assessment had not been completed. In accordance with 7 CFR 210.31(e)(2), at least once every three years, assess schools' compliance with the local school wellness policy, and make assessment results available to the public. The assessment must measure the implementation of the local school wellness policy, and include: The extent to which schools under the jurisdiction of the local educational agency are in compliance with the local school wellness policy; The extent to which the local educational agency's local school wellness policy compares to model local school wellness policies; and a description of the progress made in attaining the goals of the local school wellness policy.				