Administrative Review Summary SY2020

School Food Authority Name: Wheeler County

Date of Administrative Review Entrance Conference: November 4, 2019

Date final review results were provided to the School Food Authority: January 29, 2020

Date review summary was publicly posted: February 19, 2020

General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in?
   - x School Breakfast Program
   - x National School Lunch Program
   - □ Fresh Fruit and Vegetable Program
   - □ Afterschool Snack
   - □ Special Milk Program
   - x Seamless Summer Option

2. Does the School Food Authority operate under any Special Provisions for meal counting and claiming?
   - x Community Eligibility Provision
   - □ Provision 2

Review Findings

3. Did the review identify areas of non-compliance with School Nutrition Program regulations?
   - x Yes
   - □ No
Wheeler County - Corrective Action Report

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Finding:

For the 9-12 grade group, the planned menu quantities did not meet meal pattern requirements for the review period and production records and other supporting documentation do not indicate that the required quantities of food were available. The pork chop offered on Tuesday credits as 1.75 meat/meat alternate and the corn nacho chips offered on Friday credit as 1.25 oz. grain equivalent. This resulted in insufficient quantities of the meat/meat alternate and the grain components for the 9-12 grade group. The state agency has expanded the review of the meal pattern for the 9-12 grade group for the entire review month. After review, it was determined that there were additional insufficient quantities in the meat/meat alternate and grain components.

Required Corrective Action: On the November 4-8 menu, the director added an additional meat/meat alternate to the pork chop entree to meet the minimum 2 oz. requirement and changed the serving size of the nacho chips to 2 bags which credits as 2.5 oz. grain for the 9-12 grade group.

The director will submit a copy of the production records for these menus to document the corrective action for the week of review.

The director will submit a procedure that will be followed during menu planning to ensure that the meal components in the required quantities will be planned and served. The procedure should include how the managers will review the planned menus and production records prior to the day of review to ensure the menu components in the required quantities are available in the schools.

To ensure the SFA is in compliance with the meal pattern, additional corrective action is required. The SFA will submit a 9-12 planned menu for one month and USDA Menu Worksheets for each week in the month. Nutrition labels and crediting information including recipes, child nutrition labels and/or product formulation statements must be available for state agency to review.

Insufficient quantity of the grain component is a repeat finding. The state agency will calculate fiscal action.

This finding is closed.

Finding: SFA adult meal cost is $4.34 SFA is only charging $3.50

Required Corrective Action: The director submitted a plan to utilize the Revenue from Non-Program Foods Tool to determine the increase in adult meals cost which will occur in January 2020.
## Food Safety, Storage and Buy American

**Finding:**
The SFA/Sponsor's written food safety plan is not being implemented. The refrigerator and freezer temperatures logs were not completed. The manual ware-washing sink log was not being used.

**Required Corrective Action:** The school staff began monitoring the refrigerator and freezer temperatures using the logs that are located in the school's food safety plan. They also began monitoring the 3 compartment sink water temperatures and sanitizer concentration and documenting these on the appropriate log. The SNP director trained the staff on how to complete the logs. The SFA will submit the documentation of the training and one week of completed logs to the state agency.

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## Meal Components and Quantities - Day of Review

**Finding:**
The minimum daily grain requirements were not met for the age/grade group being served. The hot dog bun credits as 1.25 oz. grain which is short of the 2 oz. grain equivalent requirement for the 9-12 grade group.

**Required Corrective Action:** Prior to the beginning of the meal service, the manager added an additional 1 oz. grain item to the serving line in which the sausage dog was served.

The director will provide a copy of the lunch production record documenting that the additional grain was offered on the day of review.

The director will procure a hot dog bun that meets the 2 oz. grain requirement or add an additional grain to be offered with the sausage dog for future menus. The director will submit an explanation to the state agency of how this requirement will be met with either a product label or a menu showing an additional grain added.

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This finding is closed.