Oklahoma State Department of Education (SDE)
Child Nutrition Programs (CNP)
ADMINISTRATIVE REVIEW (AR) SUMMARY

Name of School Food Authority (SFA): Asher PS County District Code: 63-I112

Superintendent: Jason Alsup

Address of SFA: 201 S Division St. City: Asher Zip Code: 74826

Consultant(s) Conducting Review: Sandy Bullard

An AR of your SFA's CNP operation has been completed. The SFA was found in: ☐ Compliance ☑ Noncompliance

Review Month: Dec Date of Review: 01/06-09/2025 Date Review Closed: Pending

Number of Schools in SFA: 2 Number of Schools Reviewed: 1 Number of Eating Sites Reviewed: 1

List schools reviewed for the following CNP:

National School Lunch Program (NSLP): Asher High School

School Breakfast Program (SBP): Asher High School

After-School Snack Program (ASSP): N/A

Special Milk Program (SMP): N/A

Fresh Fruit and Vegetable Program (FFVP): N/A

Seamless Summer Food Program (SSFP): N/A

Does the SFA operate under any special provisions: (Select any that apply)

☐ Provision 1 ☐ District-wide ☐ Partial

☐ Provision 2 ☐ District-wide ☐ Partial ☐ Breakfast ☐ Lunch

☐ Provision 3 ☐ District-wide ☐ Partial

☐ Community Eligibility Provision (CEP) ☐ District-wide ☐ Partial

This SFA had violations in the following areas:

☐ General Area Violations

☑ PS-1 Violations

☑ PS-2 Violations

☐ Resource Management Violations (Indicate area of violation)

- ☐ Maintenance of the Nonprofit
- ☐ Paid Lunch Equity
- ☐ Revenue from Nonprogram Foods
- ☐ Indirect Costs

If applicable, mark appropriate boxes:

☑ Recalculation required ☐ Full ☐ Partial

☑ Fiscal Action Workbook completed

YES	NO	PS-1 Violations		
○	●	**A. Program Access and Reimbursement**		
		YES	NO	
		●	○	Certification and Benefit Issuance - 7 CFR 246.6
		○	●	Verification - 7 CFR 245.6a
		○	●	Meal Counting and Claiming- 7 CFR 210.7(c)

Finding(s) Details:

• Certification and Benefit Issuance – 7 CFR 245.6

Requirement- Family Size and Income Applications must be properly approved. Direct Certification list must be entered in the system correctly.

Finding- Family Size and Income Applications must be properly approved. 1 application with 3 students on it should have been calculated and approved as reduced but was calculated and approved as free. Direct Certification list must be reviewed for accuracy. One student was approved as medicaid reduced but was actually medicaid free. 2 students were approved as Direct Cert SNAP but were not on the list.

Corrective Action Required- All letters notifying the household of their eligibility status change and enrollment roster showing the changes must be emailed to Sandy Bullard by 05/06/2025.

YES	NO	PS-2 Violations		
○	●	**B. Meal Patterns and Nutritional Quality**		
		YES	NO	
		●	○	Meal Components and Quantities - 7 CFR 210.10 & 220.8
		○	●	Offer versus Serve - 7 CFR 210.10 & 220.8
		○	●	Dietary Specifications and Nutrient Analysis - 7 CFR 210.1(f)

Finding(s) Details:

• Meal Components and Quantities – 7 CFR 210.10 & 220.8

Requirments- All meals must meet component and quantity required for meal patterns.

Finding- During the review month for Breakfast on Dec 13 there was a component issue. For lunch there were component issues on Dec 2, 4, 5, 6, 9,10,11,and 19th. There were quantity issues on Dec 3, 12, 13,16,17, and 18th.

Corrective Action Required- I do believe the cooks understand meal patterns. I believe they are having issues with filling out production records. I am requiring them to take food buying guide training and production record training. When completed, email certificates and sign in sheets to Sandy Bullard by 05/06/2025.

YES	NO	General Area Violations
○	●	**C. School Nutrition Environment**

YES	NO	
●	○	Food Safety - 7 CFR 210.13
○	●	Local School Wellness Policy - 7 CFR 210.30
○	●	Competitive Foods - 7 CFR 210.11 & 220.12
●	○	Other Non Program Food

Finding(s) Details:

• Food Safety - CFR 210.13
Requirement- All new CN Directors must have Food Safety in Schools training within 30 days of being hired.
Finding- The school child nutrition application states the Superintendent is the CN Director. While conferencing with him, he said he was not but could not provide a name for a CN Director
Corrective Action Required for Food Safety- A CN Director needs to be named and whoever that is will need to take the Food Safety in Schools 8 Hour training on the ICN website. The certificate must be emailed to Sandy Bullard by 05/06/2025.

• Revenue from Nonprogram Foods – 7 CFR 210.14(f)

Please see below in comments.

○	●	**D. Civil Rights** - 7 CFR 210.23(b)

Finding(s) Details:

Comments/Recommendations:

• Revenue from Nonprogram Foods – 7 CFR 210.14(f)
Requirement- If the school does not charge adults for meals, then they must have a process in place to cover the overall cost of all meals served with non-federal funds.
Finding- The Child Nutrition application says adults are being charged full price for breakfast and lunch. Adults are not charged meals at all. There are no processes in place stating how they will ensure Non-Program Food costs are being put back into the CN program. Revenue/Expenditure detail OCAS reports do not show enough funds being put back into the program. In FY24, meal costs for adults were $18,868.06. There were three invoices paid to US Foods totaling $7,510.50. The remaining balance that the school will need to supplement Child Nutrition would be $11,357.56. For FY 25, July-December 2024, adult meals totaled $10,818.23. They paid one invoice to US Foods for $5,000.00. The remaining balance would be $5,818.23. Corrective Action will have to show how $17,175.79 was put back into Child Nutrition with non-federal funds or show that CN expenses up to that amount have been paid with non-federal funds.
Corrective Action Required- A revenue/expenditure detail report showing how non -federal funds were placed into the Child Nutrition fund to supplement all Non program adult meal costs will need to be emailed to Sandy Bullard. The school will also need to provide a process in writing of how they will handle Non-Program revenue and expenditures going forward in the program. This process will need to be emailed to Sandy Bullard by 05/06/2025.

CORRECTIVE ACTION REQUIRED TO BE COMPLETED BY(§210.18[j][2]): 04/06/2025

CORRECTIVE ACTION DOCUMENTATION REQUIRED IN STATE AGENCY BY (§210.18[K][1]):

05/06/2025 **(30 days from the date the corrective action must be completed)**

An exit conference was conducted (§210.18[i]) discussing the AR Review findings on: 03/06/2025

with Mr. Jason Alsup-Superintendent (Name and Title of School Representative)

CNP Consultant(s): Sandy Bullard

Section 207 of the HHFKA amended section 22 of the NSLA (42 U.S.C. 1769c) to require state agencies to report the final results of the AR to the public in an accessible, easily understood manner in accordance with the guidelines promulgated by the Secretary. Regulations at 7 CFR 210.18(m) require the State Agency to post a summary of the most recent final AR results for each SFA on the State Agency's publicly available Web site no later than 30 days after the State Agency provides the final results of the AR to the SFA. The State Agency must also make a copy of the final AR report available to the public upon request.

Signature of School Representative _____ Date _____

Date Review Summary Was Publicly Posted: April 16, 2025