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

Name of School Food Authority (SFA): Catoosa PS County District Code: 66-I002

Superintendent: Mr. Robert Schornick

Address of SFA: 2000 S. Cherokee Street City: Catoosa Zip Code: 74105

Consultant(s) Conducting Review: Rhonda Stevens, Alberta Burgess, Leigh Ann Rausch

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

Review Month: Dec. Date of Review: Jan 6-7, 13 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): Catoosa Middle Schoool

School Breakfast Program (SBP): Catoosa Middle School

After-School Snack Program (ASSP): _____

Special Milk Program (SMP): _____

Fresh Fruit and Vegetable Program (FFVP): _____

Seamless Summer Food Program (SSFP): _____

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:All selected applications approved correctly
Findings: One applications was approved incorrectly. Two children were listed as homeless were on the roster as reduced. One child was on the DC list as med reduced on roster as F.
Corrective Action Required: Send adverse action letters to households and submit a copy of the letter with corrective action to Rhonda Stevens.
Verification – 7 CFR 245.6(a)
Requirement: Confirmation review conducted and documentation on file.
Finding: Confirmation review was not completed.
Corrective Action Required: Complete confirmation review prior to sending verification notices. Send corrective action plan how the SFA will ensure confirmation review will be completed before verification notices are sent to selected students.
Requirement: Sample size properly selected.
Finding: The SFA did not verify the correct number for verification. The SFA was supposed to verify 6 applications and 7 were verified.
Corrective Action Required:Send corrective action plan on how the SFA will ensure the correct number of applications will be selected for verification.
Requirement: SFA must meet follow -up requirements when the household fails to respond to verification and adverse actions letters must contain all required information including appeal rights.
Finding: Documentation was not provided for households who failed to respond for verification adverse action letters did not indicate the date benefits would change.
Corrective Action Required: Send corrective action plan on how the SFA will ensure the verification process will be followed and include corrected adverse action letter.
Requirement: SFA must complete verification by November 15.
Finding: The SFA did not complete verification by November 15 it was completed November 25 and the SFA did not request an extension.
Corrective Action Required: Send corrective plan on how the SFA will complete verification by the deadline.
Meal Counting and Claiming -7CFR 210.7 (c)
Requirement: Edit checks must be maintained by accredited site.
Finding: SFA is maintaining edit checks by eating site. The SFA reached out to the software company while SA was on site to address the issue. The issue was corrected.
Corrective Action Required: Ensure edit checks are maintained by accredited site.

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 Quantites - 7 CFR 210.10
Requirement: School serving multiple menus and or age grade groups the meal service must comply with required age/grade group meal patterns.
Finding: Production records are not complying the required age/grade group meal patterns. Younger age groups are receiving high school portions.
Corrective Action Required: Complete production records per grade group being served. Submit one week of production records with correct grades group and meal portion being served. This school year lower grades are having be served at the middle school cafeteria due to construction.

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 Professional Standards & Attachment M

Finding(s) Details:

Other:
Professional Standards 7-CFR 210.31
Requirement: Food safety certification for the child nutrition director has not been obtained in the first 30 days of employment.
Finding: SFA Child Nutrition Director Serv Safe training has expired.
Corrective Action Requirement: Provide documentation Food Safety Training has been completed per USDA send completion certificate to Rhonda Stevens.

Attachment M Food Service Management Company.
Requirement: Food service management company must have the correct meal equivalence rate on attachment M
Finding: The attachment M provided during review shows a meal equivalence rate of $4.8400. The correct meal equivalence rate is $4.9700.
Corrective Action Required: Provide an attachment M with the correct meal equivalence for the month of February.
Requirement: If the SFA does not receive two health inspections in the same school they must request in writing two health inspections.
Finding: The SFA did not request two health inspections until the state agency staff was on site conducting the administrative review.
Corrective Action Required: Request two health inspections per year.

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

Finding(s) Details:

Comments/Recommendations:

CORRECTIVE ACTION REQUIRED TO BE COMPLETED BY(§210.18[j][2]): March 13, 2025

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

April 11, 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: Feb.13, 2024

with Ashley Richards CND Tim Ray Asst.Sup. (Name and Title of School Representative)

CNP Consultant(s): Rhonda Stevens &Alberta Burgess

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 14, 2025