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

Name of School Food Authority (SFA): LeMonde International Charter County District Code: 55-J003

Superintendent: Lance Seeright

Address of SFA: 1123 Main Street City: Norman, OK Zip Code: 73071

Consultant(s) Conducting Review: Nikki Assad and Patricia Beutler

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

Review Month: November 2024 Date of Review: 1/7,8,13,15,29/2025 Date Review Closed: Pending

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

List schools reviewed for the following CNP:

National School Lunch Program (NSLP): LeMonde International Charter - ES

School Breakfast Program (SBP): LeMonde International Charter - ES

After-School Snack Program (ASSP): LeMonde International Charter - ES

Special Milk Program (SMP): _____

Fresh Fruit and Vegetable Program (FFVP): LeMonde International Charter - ES

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 applications must be approved correctly. See additional form SFA-1.
Finding: There were numerous application errors.
Corrective Action Required: Send a copy of the letters of adverse action to Nikki Assad and a new roster showing the child is receiving the correct benefit.
Requirement: Correct income eligibility guidelines must be used to certify meal applications.
Finding: The student information program is telling them that denied students are reduced.
Corrective Action Required: Contact the SIS system software company to confirm the current year income scales are entered into the system.
Requirement: The SFA must accurately transfer the correct benefit from the eligibility determination document to the Point of Service benefit issuance document.
Finding: One family was on both the free and reduced roster. How were they being claimed?
Corrective Action Required: The district should check the Free, Reduced and Paid rosters to make sure that a students name is not on more than one roster. Once the corrections are made send a new roster for each meal category to Nikki Assad.
Requirement: SFA must use the Direct Certification Notification Letter provided by the State Agency to notify households that the Direct Certification students will receive free meals.
Finding: No Direct Certification Notification Letter is being sent to the households.
Corrective Action Required: A Direct Certification Notification Letter must be sent to all Direct Certification students and households to ensure that the families are informed of the meal benefit for the school year.

Verification - 7 CFR 245.6a
Requirement: Applications subject to verification must be properly selected in accordance with the sample size option used. (3 % of error prone applications)
Finding: Based on 190 application, the SFA selected 5 application to verify; however, 3% of 190 is 5.7 and should have rounded up and needed to do 6 applications.
Required Corrective Action: Ensure next years verification process selects the proper number of applications.
Requirement: The Verification process must be completed by November 15th every year.
Finding: Verification is just now being completed in January during the Administrative Review.
Corrective Action Required: If verification is not completed by November 15, the SFA must ask for an extension from the State Agency and the extension ends on December 15th.

| 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 and Dietary Specifications and Nutrient Analysis - 7 CFR 210.1(f)
Requirement: Fluid milk must be available in at least the two required varieties throughout the serving period on all meal service lines.
Finding: On Day of Review, at Breakfast, they only offered 1% white milk and did not offer a variety. 71 breakfasts were not offered a variety of milk and should not be claimed.
Corrective Action Required: After filing the January claim, please submit the breakfast edit check for the month of January to Nikki Assad to confirm those breakfasts were not claimed.

Requirement: All reviewed meals during the review period must indicate that all of the required meal components per weekly meal pattern requirements were offered and served to students.
Finding: For November Breakfast they only offered 1% white milk and did not offer a variety per the Production Records. For the Review Month 1272 breakfasts will be disallowed because this was a repeat violation from the previous review. Due to this error, the meal certification tool was not in compliance.
Corrective Action Required: This error in serving a variety of milk will require that the school will send the breakfast Production Records for February to Nikki Assad, so that the variety of milk served can be confirmed.

Requirement: Planned menu quantities must meet meal pattern requirements for the review period.
Finding: The November Breakfast Production Records indicate a shortage of fruit and vegetable everyday during the Review Period. Only a 1/4 cup fruit was served along with the 1/2 cup of fruit juice. One full cup of fruit is required at breakfast. Juice can only be served 50% of the time through out the week, therefore a 1/2 cup of fruit must be served to meet the one cup fruit requirement. All breakfast meals are already being reclaimed due to lack of milk variety.
Corrective Action Required: When the February Breakfast Production Records are sent to Nikki Assad, she can verify that this finding has been corrected as well.

| 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 Fresh Fruit and Vegetable Program |

Finding(s) Details:

Requirement: A nutrition education lesson must be included with the FFVP program.
Finding: During the Day of Review observation of FFVP, it was not observed that a nutrition education lesson was performed with the FFVP meal.
Corrective Action Required: Ensure that the teachers understand that a nutrition education lesson must be delivered at the time of the FFVP meal. It would be appropriate for a small handout about the daily fruit or vegetable that is being consumed is handed out with the FFVP meal.

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

Finding(s) Details:

**Comments/Recommendations:**

The SFA was very cooperative in providing documentation that was needed to complete the administrative review.

**CORRECTIVE ACTION REQUIRED TO BE COMPLETED BY(§210.18[j][2]):** March 3, 2025

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

April 2, 20205 **(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: 1/29/2025

with Lance Seeright, Executive Director (Name and Title of School Representative)

CNP Consultant(s): Nikki Assad and Patricia Beutler

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 10, 2025