

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

Name of School Food Authority (SFA): \_\_\_\_\_ County District Code: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Address of SFA: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Consultant(s) Conducting Review: \_\_\_\_\_

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

Review Month: \_\_\_\_\_ Date of Review: \_\_\_\_\_ Date Review Closed: \_\_\_\_\_

Number of Schools in SFA: \_\_\_\_\_ Number of Schools Reviewed: \_\_\_\_\_ Number of Eating Sites Reviewed: \_\_\_\_\_

List schools reviewed for the following CNP:

National School Lunch Program (NSLP): \_\_\_\_\_

School Breakfast Program (SBP): \_\_\_\_\_

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

Contract with an FSMC:

Yes      No

Fiscal Action Workbook completed

If yes, please indicate name of company:

\_\_\_\_\_

YES	NO	PS-1 Violations			
		<b>A. Program Access and Reimbursement</b>			
		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:

YES	NO	PS-2 Violations			
		<b>B. Meal Patterns and Nutritional Quality</b>			
		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:

YES	NO	General Area Violations			
		<b>C. School Nutrition Environment</b>			
		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			

Finding(s) Details:

		<b>D. Civil Rights - 7 CFR 210.23(b)</b>
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Finding(s) Details:

**General Area Violations -7 CFR 210.30**

**Requirement:** The SFA must have a designated child nutrition director.

**Finding:** The SFA did not have a designated child nutrition director. The FSMC had a child nutrition director.

**Corrective Action Required:** The SFA corrected the finding during the review. The SFA designated Donna Witt as Child Nutrition Director during the administrative review. Donna has completed all training requirements for child nutrition. Nothing further is needed for this item.

**Resource Management -Non-Program Food 7 CFR 210.14 (f)**

**Requirement:** The SFA must assess its compliance with non-program foods and must ensure it includes all of the non-program food costs/revenues in its calculations. The revenue/food cost ratio must be calculated correctly and comply with USDA requirements.

**Finding:** The non-program food costs do not appear to be sufficient for the amount of revenue reported in OCAS for the fiscal year 2025. It appears that program food cost and non-program expenditures are not reported accurately in OCAS.

**Corrective Action Required:** Provide reports indicating correct OCAS coding and supporting documentation for all program and non-program expenditures and revenue for the month of February 2026.

**Comments/Recommendations:**

**CORRECTIVE ACTION REQUIRED TO BE COMPLETED BY (§210.18[j][2]):** \_\_\_\_\_

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

\_\_\_\_\_ **(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: \_\_\_\_\_

with \_\_\_\_\_ (Name and Title of School Representative)

CNP Consultant(s): \_\_\_\_\_

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: \_\_\_\_\_