



Arkansas Department of Education

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Johnny Key
Commissioner

Child Nutrition Unit
2020 W 3rd Street, Suite 404
Little Rock, AR 72205

January 27, 2017

**State Board
of Education**

Mireya Reith
*Fayetteville
Chair*

Jerry Owens, Superintendent
Dover School District
PO Box 325
Dover, AR 72837

Dr. Jay Barth
*Little Rock
Vice Chair*

Dear Mr. Owens:

Joe Black
Newport

The Administrative Review for Dover High School in the Dover School District was completed on January 20, 2017. I would like to express my appreciation to your staff for their assistance. Records needed for the review were in good order, which facilitated the review process. Jennifer Freeman did an excellent job of having everything prepared.

Susan Chambers
Bella Vista

Charisse Dean
Little Rock

Observation at the time of the Administrative Review confirmed:

Dr. Fitz Hill
Little Rock

Meal Access and Reimbursement (Critical Area—Performance Standard 1)

Ouida Newton
Poyen

- **Certification and Benefit Issuance**—The School Food Authority (SFA) has an appropriate process to determine a student's eligibility for free or reduced-price meal benefits and a method used to apply the correct meal benefit level for the student at the point of service.
- **Verification**—The SFA is following regulation requirements to confirm income eligibility for free or reduced-price meal benefits from a valid sample of household applications.
- **Meal Counting and Claiming**—The system used by the SFA accurately counts, records, consolidates, and reports the number of reimbursable meals claimed, by category (free, reduced, or paid).

R. Brett Williamson
El Dorado

Diane Zook
Melbourne

Meal Pattern and Nutritional Quality (Critical Area—Performance Standard 2)

- **Meal Components and Quantities**—Meals prepared, offered, and served to students meet the meal pattern requirements for the appropriate age/grade groups for each day and week served.
- **Offer versus Serve**—Students are allowed to decline a specific number of food components/items depending on the menu planning approach used.

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- **Dietary Specifications and Nutrient Analysis**—Meals offered to students through the school meal programs are consistent with federal standards for calories, saturated fat, sodium, and trans-fat. Based on the Dietary Specification Assessment Tool, Dover School District is considered low risk for non-compliance in dietary specifications; therefore, a nutrition analysis is not required.

Observation at the time of the Administrative Review also confirmed:

1. **Civil Rights**—Program services and benefits are administered in accordance with all laws, regulations, instructions, policies, and guidance related to nondiscrimination in program delivery.
2. **School Food Authority (SFA) On-Site Monitoring**—On-site reviews of breakfast and lunch counting and claiming systems, along with the general areas of review have been completed by the SFA.
3. **Local School Wellness Policy and School Meal Environment**—The school district has established a Local School Wellness Policy to help play a critical role in promoting children’s health, preventing childhood obesity, and preventing diet-related chronic diseases.
4. **Smart Snacks in Schools**—The school district meets all requirements and has the required documentation for all foods and beverages provided and sold to students outside the reimbursable meal.
5. **Professional Standards**—The SFA meets all hiring and training requirements as outlined in the Professional Standards regulations in 7 CFR 210.30.
6. **Water**—Water is available to students during breakfast and lunch meal services at no charge.
7. **Food Safety, Storage, and Buy American**—The individual school(s) selected for review have an adequate written food safety plan for compliance with Hazard Analysis Critical Control Point (HACCP) program, have received two food safety inspections with the most recent inspection posted in the cafeteria, temperatures are being recorded on a consistent basis, food in storage facilities are properly date-marked and in good condition, and food labels indicate the country of origin is the United States or territories, as applicable.
Finding – Upon observation of Dover High Schools dry storage facility, a gravy mix label indicates it contained trans-fat, which is not allowed. Also a box of rice that was not whole grain rich was in the store room.
Technical assistance was provided at time of review with CND and kitchen manager to work on closely checking foods as they are received. **No corrective action is required.**
8. **Reporting and Recordkeeping**—The SFA has submitted reports as required and maintained Program records for a minimum of five (5) years after the final Claim for Reimbursement for the fiscal year.
9. **School Breakfast Program and Summer Food Service Program Outreach**—SFA has informed families of the availability of breakfast and summer meals.

A Procurement Review was conducted at the same time as the Administrative Review. A findings letter for the Procurement Review will be sent under separate cover.

The United States Department of Agriculture (USDA) requires that Administrative Review findings be posted on the Arkansas Department of Education, Child Nutrition Unit website. Attached to this letter is the State Agency Administrative Review Summary that will be posted on the website within thirty (30) days from the date of this letter.

I appreciate your continued interest and support for the Child Nutrition Program. If I can be of further assistance, please feel free to contact me at 501-324-9502.

Sincerely,

A handwritten signature in black ink, appearing to read "Josh Clements". The signature is fluid and cursive, with a prominent horizontal stroke at the beginning.

Josh Clements
Area Specialist
Arkansas Department of Education, Child Nutrition Unit

Cc: Jennifer Freeman, Child Nutrition Director

A small, handwritten mark or signature in the bottom right corner of the page, possibly initials or a name.

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Dover School District

Date of Administrative Review (Entrance Conference Date): January 17, 2017

Date review results were provided to the School Food Authority: January 27, 2017

General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in? (Select all that apply)
 - School Breakfast Program
 - National School Lunch Program
 - Fresh Fruit and Vegetable Program
 - Afterschool Snack
 - Seamless Summer Option
2. Does the School Food Authority operate under any Special Provisions? (Select all that apply)
 - Community Eligibility Provision
 - Special Provision 2

Review Findings

3. Were any findings identified during the review of this School Food Authority?
 - Yes
 - No

If yes, please indicate the areas and what issues were identified in the table below.

YES	NO	REVIEW FINDINGS	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A. Program Access and Reimbursement	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Finding(s) Details:	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	B. Meal Patterns and Nutritional Quality	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finding(s) Details:			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	C. School Nutrition Environment	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
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		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>

		<input type="checkbox"/>	X	Reporting and Record Keeping
		<input type="checkbox"/>	X	School Breakfast Program and Summer Meals Outreach
		<input type="checkbox"/>	X	Other
		Finding(s) Details: 1) At Dover High Schools dry storage facility, a gravy mix contained trans-fat, 2) Rice was in the store room that was not whole grain rich.		
<input type="checkbox"/>	X	D. Civil Rights		
		Finding(s) Details:		
<input type="checkbox"/>	X	E. Other		
		Finding(s) Details:		