



Arkansas Department of Education

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Johnny Key
Commissioner

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

November 21, 2016

**State Board
of Education**

Mireya Reith
Fayetteville
Chair

Mr. James Caton, Superintendent
Arkansas School for the Blind
P.O. Box 668
Little Rock, AR 72203

Dr. Jay Barth
Little Rock
Vice Chair

Dear Mr. Caton:

Joe Black
Newport

The Administrative Review for Arkansas School for the Blind was completed on November 15, 2016. 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. Ms. Barbara Cole 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 compliance with the Critical Areas of review listed below:

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.

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- ***Offer versus Serve***—Students are allowed to decline a specific number of food components/items depending on the menu planning approach used.
- ***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.

Observation at the time of the Administrative Review also confirmed General Program Compliance in the following areas:

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 Arkansas School for the Blind cafeteria has an adequate written food safety plan for compliance with a Hazard Analysis Critical Control Point (HACCP) program, has 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.
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**—SFA has informed families of the availability of breakfast.

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,

Maegan Wade, RD, LD

Maegan Wade, RD, LD
Area Specialist
Arkansas Department of Education, Child Nutrition Unit

Cc: Barbara Cole, Child Nutrition Director

bcj 11/20/16