



NSLP Administrative Review Summary 2017-2018

Big Horn County School District #1

Date of Administrative Review: 9/19/2017

Date Review Closed: 10/18/2017

Child Nutrition Program Participation:

- School Breakfast Program (SBP)
- National School Lunch Program (NSLP)
- Fresh Fruit and Vegetable Program (FFVP)
- Afterschool Care Program (ASCP)
- Special Milk Program (SMP)
- Child and Adult Care Food Program (CACFP) At-Risk Supper

Special Provision Option:

- Community Eligibility Program (CEP)
- Special Provision 1
- Special Provision 2
- Special Provision 3
- N/A

Areas of Review

- Program Access and Reimbursement
(Certification and Benefit Issuance, Verification, Meal Counting and Claiming)
- Meal Patterns and Nutritional Quality
(Meal Component and Quantities, Offer vs. Serve, Dietary Specifications, Nutrient Analysis)
- General Program Compliance
(Civil Rights, Food Safety, Local Wellness Policy, Smart Snacks/Competitive Foods, Water Availability, On-site Monitoring, Reporting/Record Keeping, Professional Standards, SBP and SFSP Outreach, ASCP, FFVP)

Commendations

All of the review materials were very well organized and easy to find. This helped the review go by quickly and efficiently. Overall, the program is very well run and is a model for others around the state.

The district does a wonderful job of cooking a majority of breakfast and lunch menu items from scratch. All of the menus and recipes look delicious. Many of the recipes will be included in the WDE NSLP cookbook.



NSLP Administrative Review Summary 2017-2018

Review Findings

Sponsor-Level Findings:

Area	Finding Description	Required Corrective Action
Procurement	The SFA's food service procurement policy needs to be updated to include the newest version of the Buy American Provision clause and the women's and minority business clause	Update the food service procurement policy with the updated clauses. Send WDE the updated policy for review and approval.
100-Certification and Benefit Issuance	Applications with multiple income frequencies are converted to monthly when they should be annualized then compared to the income eligibility chart.	<p>For households that provide multiple income frequencies on the free and reduced application, the income should be annualized then compared to the IEG chart.</p> <p>Bi-weekly: x 26 Twice a month: x 24 Weekly: x 52 Monthly: x 12</p> <p>If income is provided in only one frequency, the incomes can be added then compared directly to the chart.</p> <p>The SA recognizes that the SFA is converting household incomes in multiple frequencies to monthly due to the fact that PowerSchool requires them to enter incomes that have been converted to the monthly frequency and does not allow an annual income reporting option. Additionally, the USDA prototype application does not allow an annual reporting of income. With PowerSchool, it is the SFA's responsibility to ensure the software meets USDA requirements. Therefore, for the corrective action, contact PowerSchool informing them of the requirement that incomes provided in multiple frequencies must be annualized. Provide documentation that the SFA informed PowerSchool of this requirement. The SFA also has the option of updating the USDA F&R prototype application to include an annual income reporting option. If the SFA chooses to do this, upload the updated application to this review finding.</p>
1000 – Local Wellness Policy	The Wellness Policy must be updated to meet the requirements of the final rule. The district's wellness policy must state the individual in charge of	Update the wellness policy to include the requirements stated in the Final Rule: state the individual who will be in charge of the wellness policy implementation



NSLP Administrative Review Summary 2017-2018

Area	Finding Description	Required Corrective Action
	ensuring wellness policy requirements are being met and that the policy's goals are implemented and tracked. Additionally, the policy must include a clause stating that the school will only advertise Smart Snack compliant foods and beverages.	and tracking and the policy on food and beverage advertising. Upload the updated policy to the finding for WDE review and approval.
800-Civil Rights	The letter to households informing them that they were chosen for verification does not contain the correct non-discrimination statement.	Update the letter sent to households notifying them that they were chosen for verification with the correct non-discrimination statement. Attach the updated letter with the correct statement for WDE to review and approve.

Site-Level Findings: Name(s) of site

Area	Finding Description	Required Corrective Action
N/A	N/A	N/A