



NSLP Administrative Review Summary 2016-2017

Big Horn CSD #4

Date of Administrative Review: 9/23/2016

Date Review Closed: 10/11/2016

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

The food service director does a wonderful job with all aspects of the program. She is a great role model and mentor to other directors around the state.

All food service employees do a great job in ensuring students get the healthy meals they need each day.

Keep up the great work tracking professional standards training hours for employees. The logs are well organized and clearly identify employees' training hours with the required items noted.

The menus are very well put together. They are colorful, delicious, healthy, and meet all nutrition and component requirements.

The students all seem to enjoy the meals and salad bar. It's great to see so many students taking and trying a variety of foods and fruits and vegetables.



NSLP Administrative Review Summary 2016-2017

Great job with everything! I appreciate how all the documents were organized so that my review could be efficient. All information was easy to find and understand. Keep up the great work!

It's great that the district supports providing healthy meals for students in the district. Not only at breakfast and lunch, but through the ASCP and FFVP. The district's work and support of these programs definitely benefits the community.

The staff and student helpers during the elementary lunch were very helpful. High school students were assisting the younger students carry their trays of soup to their tables to avoid spills. Other students were sweeping the floors and doing simple tasks in the kitchen. The overall atmosphere of the cafeteria was positive and fun.

Sponsor-Level Findings:

Area	Finding Description	Required Corrective Action
100 - Certification and Benefit Issuance	Of 86 applications reviewed, two were determined incorrectly. One application with one student was determined to be free when it should have been denied. This occurred because the student's income was not included in the household income total. On the second application, two students were determined to be free due to foster status. However, the students were incorrectly identified as foster since they were living with their grandparents and not under guardianship of the state. No income was provided on the application. Update the students' status on the applications that were determined incorrectly. Send the households notice of change of status according to the required time frames. Send the WDE a copy of the letters sent to household notifying them of the change in status and an updated POS list. Review the definition of 'foster' in the eligibility manual which states that the State must retain legal custody of the child (pg. 14).	Of 86 applications reviewed, two were determined incorrectly. One application with one student was determined to be free when it should have been denied. This occurred because the student's income was not included in the household income total. On the second application, two students were determined to be free due to foster status. However, the students were incorrectly identified as foster since they were living with their grandparents and not under guardianship of the state. No income was provided on the application. Update the students' status on the applications that were determined incorrectly. Send the households notice of change of status according to the required time frames. Send the WDE a copy of the letters sent to household notifying them of the change in status and an updated POS list. Review the definition of 'foster' in the eligibility manual which states that the State must retain legal custody of the child (pg. 14).