



NSLP Administrative Review Summary 2016-2017

Fremont CSD #1

Date of Administrative Review: 7/1/2016

Date Review Closed: 1/3/2017

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

The cafeteria is beautifully decorated especially considering what a small confined space they are working in. The manager has posters everywhere, has holiday decorations all over and was playing holiday music. This makes for a very inviting environment for the kids. She also knows all the kids and talks to them and encourages them to try new foods. Excellent job.

Sponsor-Level Findings:

Area	Finding Description	Required Corrective Action
100 - Certification and Benefit Issuance	This is a similar finding from SY13-14. There are 2 applications affecting 4 students that will change status from Free to Reduced eligibility. They were	Provide written notice to the parents/guardians of all 9 kids giving them 10 calendar day notice of the reduction in benefits. Change status of all 9 children in Infinite Campus to the correct status 10 days after the written notice goes to the parents. You can use



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Area	Finding Description	Required Corrective Action
	<p>marked automatically free due to the presence of a foster child in the home, however the non-foster children must qualify by income. There are 2 additional applications affecting 4 students that will change status from Free to Reduced because income was calculated wrong or part of the income was not included in the calculation. There is 1 student that will change from Reduced to Paid because part of the income was not included in the calculation.</p>	<p>page 15-16 of the attached document as a model to write the notice to the parents. Send WDE a copy of the letter sent to the households notifying them of their students' status change. Send WDE a copy of the updated POS list.</p> <p>The district needs to implement a procedure for ensuring that all kids are correctly directly certified, by checking all surrounding districts in the website and changing the status in Infinite Campus. The procedure need to include verifying any applications that state the children are receiving TANF or FDPIR and putting that in to Infinite Campus as well. The incomes need to be watched very closely as several applications did not include all of the income listed. Several application submitted online and paper apps were missing the last 4 of the SSN. I would suggest having a second person recheck applications. Upload your procedure for handling applications in the future.</p>
<p>200 - Verification</p>	<p>One application out of the 7 chosen for verification was missing a confirming official signature.</p>	<p>Ensure all applications selected for verification are reviewed and signed off by a confirming official next year. State who the confirming official is in the district and the training that will be provided so that all applications selected for verification are double-checked by the confirming official.</p>
<p>200 - Verification</p>	<p>One student was chosen for verification that should have been directly certified as free. Their letter was not in this school district's list, but still should have been looked for in other surrounding school districts. Also the confirming official signed off on the application when the total income box was blank as was the pay period box and the household size box. This application was filled out correctly by the Determining Official and should not have been signed off by the Confirming Official.</p>	<p>All children should be looked for in the State of Wyoming Direct Certification website prior to the initial determination and definitely before verification. Fremont 1 has a more difficult job as they have to check Fremont 1, 6, 14, 21, 25, 38 and St. Stephens for direct certification, but it must be done regardless. The Confirming Official is not just a signature. The Confirming Official must re-do the math on the application, verify all the information on the application is filled out correctly, and check the direct certification website to ensure the child is not listed there.</p>
<p>200 - Verification</p>	<p>One family had a reduction in benefit from Reduced to Paid as a</p>	<p>Ensure in the future that any time a reduction in benefit to the student is required that 10 calendar</p>



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	result of verification. The district should have given the family 10 days notice prior to changing their status in Infinite Campus. This was not done. The letter was dated 10/26 and the status changed the same day.	days notice is given in writing prior to making the change in Infinite Campus. State how the district will make sure that the appropriate time frame is followed if a student's status changes due to verification.

Site-Level Findings: Baldwin Creek Elementary School

Area	Finding Description	Required Corrective Action
1400 - Food Safety	Foods are in freezers that are located on the stage and in the hallways. There are no precautions in place to prevent food adulteration or theft. Freezers need to be relocated to a storage room where a door can be locked or all freezers must be fitted with locks.	Relocate freezers or install locks on them. This school has a huge space challenge and does not have a proper kitchen or storage space and has informed WDE that there is a plan in place to remodel this space sometime in the next five years State to the WDE the plan for ensuring the food is kept safe from theft or adulteration.
400 - Meal Components and Quantities - Breakfast	Cream of wheat is being served for breakfast (11/9). Cream of wheat is not a whole grain-rich food.	All grains must be whole grain-rich. Find an alternate product to serve in place of Cream of wheat. Send WDE the updated menu and product label with ingredient list indicating that a whole grain-rich product is being served.