



NSLP Administrative Review Summary 2016-2017

Fremont CSD #38

Date of Administrative Review: 11/29/2016

Date Review Closed: 3/6/17

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 staff is obviously very happy and work well together. They know the students and interact with them very well. Great job on having excellent staff morale. Also many times it seems that there are more staff than really necessary, and I don't see that here. The staff are all staying busy and working the whole time they are on the clock. I also want to commend you for continuing to cook throughout the meal service. I often see all the food has been heated prior to the start of the meal service by an hour or more and then held. That is not the case here and food is continually being heated throughout the service so that kids are receiving freshly hot food. Excellent job.
- Excellent signage in the cafeteria showing how the meal service is supposed to work.



NSLP Administrative Review Summary 2016-2017

- Teachers in hallway, there is no doubt they all have high energy and are making nutrition education fun and exciting! USDA said that the FFVP at Cloud Peak was the best program they've ever seen! Great work!
- The staff at Cloud Peak are awesome! Not only does Barbara do a majority of the work by herself, but she loves the kids and brings a happy attitude to the lunch line! All of the other staff were also extremely accommodating and easy to be around. All of our questions were readily answered and they were excited to show us how great their programs are!

Sponsor-Level Findings:

Area	Finding Description	Required Corrective Action
Procurement	There are several issues with the first page (DJ) of the procurement policy and its requirements. Many of the items listed would not be compliant for federal funds. The second page (EFAB) is the district's food service policy. However, some of the items listed in this policy will contradict page one. This Food service policy is missing a few required items	WDE suggests that the district adopt a Food Service Procurement policy that is a stand-alone policy in the district. The one currently in place needs some updates. Attached is an updated template so that you can see the few items that should be updated. WDE recommends you update your District policy to a policy that would be compliant to federal funds. Send WDE a copy of the updated procurement policy for review and approval.
1200 - Professional Standards	Employee hours are being saved in a file but not tracked in a tracking tool that contains the required components.	A procedure needs to be implemented to track the employee hours using the approved tracking sheet. This needs to be done at minimum yearly, to ensure each employee is meeting the minimum professional standard requirements. Upload the completed tracking sheet to this finding as a response to the finding.
800 - Civil Rights	Students with special diets are being accommodated, but they do not have the proper documentation on file for these food substitutions. The school has one form on file only, but there is a list on the line of all the kids with allergies and what they can't have.	All students with special dietary needs must have the proper documentation on file. According to the list on the line, there needs to be a special dietary need form for the list of children I will provide in the comments section to keep those names private. State to the SA how the district will document special dietary needs for students who require an accommodation or substitution. Attach the form that will be used.

Site-Level Findings: Arapahoe Elementary School

Area	Finding Description	Required Corrective Action
1700 - Afterschool Snack	The program has not been monitored within the first four weeks of operation. The afterschool snack program must be monitored twice per year, with the first review within the first four weeks of operation.	The program will need to be monitored within the next two weeks, any deficiencies noted will need to be corrected, and attach the monitoring form to this finding, as response to the finding. A procedure will also need to be implemented to ensure the monitoring is done twice per year in future years. Respond with that procedure to this finding as well.
400 - Meal Components and Quantities - Breakfast	Fluid milk must be offered in at least two varieties at all meals. Lunch is compliant because there is white or chocolate. Breakfast must have two varieties as well. We like that there	Begin serving two types of milk at breakfast. Preferably this would be skim and 1% white milk. However skim chocolate would be acceptable as well. Please upload receipts showing the required variety of milk purchases to this finding as a response to this finding.



NSLP Administrative Review Summary 2016-2017

Area	Finding Description	Required Corrective Action
	is no chocolate at breakfast, so we would encourage serving skim and 1% white milk.	
400 - Meal Components and Quantities - Lunch	Juice is offered as a milk substitute. Only allowable milk substitutes can be offered to students unless the student has a disability determined by a physician due to a milk/dairy allergy and the physician states juice should be served as a milk substitute.	See the acceptable milk substitutes document for a list of acceptable products and nutrient specifications. State to the WDE which substitute will be served to students with a milk allergy not determined to be a disability.
400 - Meal Components and Quantities - Lunch	The bean/legume requirement is not being met for the month of review and week of review. The school believed that peas and green beans met the bean/legume sub-group requirement. Therefore, beans/legumes were not offered on the salad bar and only served when chili was on the planned menu. At a minimum, 1/2 cup of beans/legumes must be served over the school week.	Review and train staff on all of the sub-group vegetable requirements, especially the bean/legume requirement. Update the menu and/or the salad bar offerings to offer at least 1/2 cup of beans/legumes over the week. Send WDE an updated menu and/or salad bar recipe to indicate that the minimum bean/legume requirement is being met for each week of the cycle menu. See link below for vegetable sub-groups.