



# NSLP Administrative Review Summary 2016-2017

## Park CSD #1

Date of Administrative Review: 4/13/17

Date Review Closed: 5/12/17

### 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 school district has a very well-run program. All documents are very well organized and the staff works well together to ensure the program runs efficiently and according to regulations.
- Great system is in place for the benefit issuance. There is a determining official and a confirming official that review the applications. There was one application that the determining official caught an error on the input of the determining official. I reviewed 268 students. There were 0 incorrect income determinations. Great Job Molly and Mary Jo!
- Thank you for having all of the files for the review organized and available both off-site and on-site. This helped the review be efficient since I had everything I needed readily available.
- All of the staff at the middle school are friendly and create a welcoming environment to the students. It is obvious that the students enjoy eating lunch and seeing the food service staff every day.
- The staff at the elementary school does a great job providing the students a healthy and delicious meal served in a welcoming environment. It's very obvious that the staff cares about all students and making sure they have good nutrition. Thank you for your hard work and dedication.



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- Great job with the FFVP. The program does a great job of introducing the students to unique fruits and vegetables (like Sea Beans!). The FFVP staff also does a wonderful job of providing nutrition and other facts about the fruit/vegetable being served that day.

### Sponsor-Level Findings:

Area	Finding Description	Required Corrective Action
Procurement	The district food service procurement policy needs to be updated to meet current federal requirements.	WDE recommends that the food service policy act as a stand-alone policy from the district procurement policy or update the district procurement policy to meet requirements for federal funds. If the SFA chooses to keep the district and food service procurement policy in the same document, the policy must more clearly state which parts of the policy are for district funds and which parts are for food service/federal funds. The following are required updates to the food service policy for federal funds: - Add clause regarding small, minority and women's businesses - Page 3: update wording regarding micro purchases - Page 8: update Buy American wording - Page 9: update record retention wording Refer to the WDE procurement policy template for suggested clauses and updated wording. Submit the updated procurement policy to the review for WDE review and approval.

### Site-Level Findings: Westside Elementary School

Area	Finding Description	Required Corrective Action
600 - Dietary Specifications and Nutrient Analysis	All items offered to students as part of the meal are not included in the nutrient analysis. For example, syrup at breakfast and olives and salsa at lunch.	Include all items offered to students in the nutrient analysis for each meal or discontinue serving items that are not included in the nutrient analysis. This includes condiments that are served with every meal. Update the nutrient analysis for the week of review to include all foods offered to students. Send WDE an updated nutrient analysis and menu. If the school will no longer serve items not on the nutrient analysis, state this to the WDE as well as how the SFA will ensure items not on the nutrient analysis will not be served.