



NSLP Administrative Review Summary 2016-2017

Red Top Meadows

Date of Administrative Review: 5/17/2016

Date Review Closed: 8/14/17

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

- RTM does a good job of comparing food prices between various vendors to get the best prices for their purchases.
- The school has a greenhouse where they are growing a variety of vegetables and herbs. Not only are the students learning about growing their own food but they have the opportunity to use what they are growing in their school meals. Keep up the great work!
- Red Top Meadows does a great job of serving the students healthy, homemade, and delicious meals. The menus are well put together and organized so staff doing the food preparation can prepare reimbursable breakfasts and lunches.



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Review Findings

Sponsor-Level Findings:

Area	Finding Description	Required Corrective Action
1200 - Professional Standards	The individual responsible for NSLP (the food service director/RCCI director) does not meet the professional standard training requirements. The food service director must have documented 12 hours of applicable training each year	Determine who will be considered the food service director for the school. State to the WDE who this individual is and how they will meet the 12 hours of required training/year
700 - Resource Management	The SFA does not have a separate account for nonprofit food service funds.	Separate the NSLP costs from the other food costs to more easily track where the NSLP funds are going. State to the WDE how the SFA will separate these costs. Provide documentation showing how this will be done.
800 - Civil Rights	The milk substitute being provided for a student does not meet USDA nutrient standards. Almond milk is being served. Additionally, the student's form is not filled out by a medical authority	Obtain an acceptable milk substitute that meets USDA requirements. Send WDE a copy of the label for the milk substitute for approval. If a students' accommodation request requires a substitution that will result in a non-reimbursable meal, a recognized medical authority must sign the accommodation form. Begin using the new special dietary needs form for meal accommodation requests
Procurement Review Form	The procurement policy does not meet requirements for federal funds.	Update the procurement policy to include the required clauses for federal funds. Use this policy when making purchases with federal funds for NSLP. Send WDE a copy of the updated procurement policy for review and approval.

Site-Level Findings: Red Top Meadows

Area	Finding Description	Required Corrective Action
400 - Meal Components and Quantities - Lunch	The milk substitute provided to a student without a note from a medical authority does not meet USDA nutrient standards for a substitute.	Obtain an acceptable USDA milk substitute. Send WDE a copy of the nutrition label for approval.
600 - Dietary Specifications and Nutrient Analysis	The nutrient analysis for breakfast and lunch is not complete for the planned menu.	Complete the Simplified Nutrient Analysis worksheet in the USDA Component Worksheets for each week of the cycle menu. Use the nutrition information of the products that the school purchases for breakfast and lunch. Please remember that all items served to students must be included in the nutrient analysis and meet component requirements (bagels, pastries, etc.) Send the completed worksheets to WDE for review and approval.



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Area	Finding Description	Required Corrective Action
800 - Civil Rights	The "And Justice For All" poster is not posted in the serving area.	Post the current "And Justice For All" poster in the serving area so it is visible to students. Send WDE a picture of where the poster will be posted.