



NSLP Administrative Review Summary 2017-2018

Weston County School District #7

Date of Administrative Review: 9/21/17

Date Review Closed: 10/17/17

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 applications were perfect! The district has a great system in place for reviewing the applications. Keep up the good work.

All of the review materials were very well organized which helped the review go efficiently and quickly. A majority of the review materials were uploaded prior to the onsite review which also helped the onsite review go quickly. Thank you for all of your hard work preparing for and during the review.

The class observed for FFVP was great. The teacher was very engaging, provided nutrition facts about the fruits, and the students thoroughly enjoyed the snack.



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Review Findings

Sponsor-Level Findings:

Area	Finding Description	Required Corrective Action
800-Civil Rights	The district's Civil Rights Complaint procedure needs to be updated to meet requirements for NSLP. Complaints must be accepted in any format (written, verbal, over the phone, anonymously, etc.). Also, the policy must state where the food service complaints will be forwarded to (WDE or USDA).	Update the Civil Rights complaint procedure to include that complaints can be submitted in any form, not just written. Update the policy to state where the complaints will be forwarded to if needed (WDE or USDA). Upload the updated policy to the review for WDE's review and approval.
Procurement Review Form	The district's food service procurement policy needs to be updated to include the most recent Buy American Provision.	Update the district's food service procurement policy to include the most recent Buy American Provision. Upload the revised policy to the review for WDE's review and approval.

Site-Level Findings: Name(s) of site

Area	Finding Description	Required Corrective Action
400-Meal Components and Quantities – Lunch	Beans and Legumes weekly requirement not being met: week of 8/28, 9/1, 9/4, 9/18, 9/25. Peas were credited as a bean/legume when this vegetable credits as a Starchy vegetable.	Update the cycle menu for lunch so that the weekly bean/legume requirement is being met. The weekly bean/legume requirement is at least 1/2 cup. Send WDE the updated cycle menu, production records, component worksheets, and nutrient analysis with all vegetable sub-groups requirements being met
600-Dietary Specifications and Nutrient Analysis	For the week of review (9/18), the calories for K-5 was 117% of the requirement.	Update the menu for the week of review in the cycle menu so it meets calorie requirements for the K-5 age group. Send WDE the updated menu, nutrient analysis, component worksheet and production record to reflect the changes that were made to make the week's menu compliant with all nutrient requirements.