



# NSLP Administrative Review Summary 2016-2017

## Weston CSD #1

Date of Administrative Review: 1/11/17

Date Review Closed: 6/8/17

### 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

### Sponsor-Level Findings:

Area	Finding Description	Required Corrective Action
100 - Certification and Benefit Issuance	Students who have a case number on the application were documented as directly certified for free meals. These students should be categorically eligible for free meals. Students can only be directly certified when they have a letter from the direct certification site due to SNAP or foster status.	For students who have a case number on their application, call the local DFS office to verify that they receive SNAP benefits. If they do, these students are categorically eligible for free meals. Ensure you document your conversations with the DFS office. If they do receive benefits, change their status to categorically eligible. If they do not receive benefits, the students' status must be determined by household income. These students can only be FDC when they have a letter on the direct certification site. Send WDE documentation for the



## NSLP Administrative Review Summary 2016-2017

Area	Finding Description	Required Corrective Action
		students listed in Notes to Sponsor. Documentation should include their application, documentation of your conversation with DFS, any status changes (POS lists), and letter to households notifying them of status changes if applicable.
1200 - Professional Standards	Unallowable purchases (flowers) were made with food service funds.	Flowers can only be purchased with food service funds if they are going to be used for table decorations or if they are edible flowers. They cannot be purchased for gifts or awards. State to the WDE how the SFA is going to ensure that only allowable purchases are made with food service funds.
1200 - Professional Standards	The FSD does not have food safety training on file.	If the superintendent intends to keep the food service director title, eight hours of food safety training should be obtained as soon as possible. Since the food service manager completes a majority of the food service director duties, she should be named as such and obtain eight-hours of food safety training as soon as possible. State to the WDE who will be the FSD and the district's plan for ensuring the FSD has the required food safety training and when the training will occur. The food service director should begin tracking all professional standards training hours to ensure that annual training requirements are met.
200 - Verification	One household selected for verification did not respond to the initial request for income information. A second notice was sent but the letter that was provided as the second notice is dated the same date as the first request. The first request was sent by certified mail but there is not documentation when the second letter was sent or if the SFA contacted the household by phone or another means.	When sending second notices for verification documentation, the date the notice is sent must be noted to ensure that the correct timelines are being followed. All communication with the household (phone, email, letter, in-person conversations) need to be documented to prove the correct procedures and dates are being followed. State to the WDE the SFA's process for verification and the timelines that the SFA will follow for verification next school year. Include dates and who will be responsible for each task.
300 - Meal Counting and Claiming	The POS is before students go through the line for both breakfast and lunch. It is required that the POS be after students go through the line, including after the salad bar and milk.	Move the POS to after the serving line and salad bar. Train all cashiers on how to identify a reimbursable meal so that they can accurately count students and enter them into the computer. State to the WDE where the POS will be moved and how the cafeteria will be rearranged to move the POS. Also indicate what training will be provided to cashiers and other food service staff on identifying reimbursable meals.

### Site-Level Findings: Newcastle Elementary K-5

**NSLP Administrative Review Summary 2016-2017**

Area	Finding Description	Required Corrective Action
1500 - Reporting and Recordkeeping	Production records from the current year are not complete. Additionally, the form being used is from 1992 and does not contain the correct information. There are not production records from previous years.	All records related to NSLP must be kept for three years plus the current year. This includes production records, menus, applications, etc. State to the WDE who will be in charge of ensuring documents are kept for the required time frame.
400 - Meal Components and Quantities - Breakfast	The SA observed one student leaving the service line without the required 1/2 cup fruit. Since the POS is at the beginning of the line, this student was counted for reimbursement. The servers in the line did not notice the student didn't have a reimbursable breakfast. No staff was available after the student went through the line to direct the student to take the required components. The SA tried to get the student to go back and take fruit but the student refused. The SA notified the cashier the student didn't have a reimbursable breakfast and she made a note to deduct that student from the count of reimbursable breakfasts. There were 3-4 other students who made it through the line without taking juice or fruit but the SA was able to notify the staff and provide the students with a fruit or juice serving.	The POS/cashier must be at the end of the service line to ensure that only reimbursable meals are counted and claimed. All staff, including servers and cashiers, need to be trained in offer vs. serve and the meal requirements so they can identify reimbursable meals and ensure students are taking the required components. Send WDE documentation that the student's meal stated above was not claimed for reimbursement. State to the WDE where the POS will be moved so that it is at the end of the service line. Provide training to all staff at all schools on OVS and reimbursable meals. Send WDE documentation of OVS training; include agenda and employee sign in sheets.
400 - Meal Components and Quantities - Breakfast	There are multiple issues with the production records and components: - Production records are not complete - they do not contain serving sizes and do not include all food items served to students. For example, for breakfast, only a grain item and yogurt are indicated on the production records when students are also offered fruit, juice, and milk. - The production records being used are old and not do contain the required information - Staff are not trained on how production records should be used and the requirements of record-keeping. Based on the production records	WDE recommends a complete revamping of the food service menu to ensure that the meals served meet requirements. This includes: - Training all staff on the meal pattern requirements and serving sizes for breakfast for each grade group - Training all staff on OVS - Training all staff on correct record-keeping - Updating production records and training staff how to use them - Updating the menus to meet requirements - WDE recommends going to a cycle menu (4-6 weeks); the district can use the WI or KS menus for reference - WDE recommends centralizing food and supply ordering so only compliant foods are ordered and served State to the WDE how the district will ensure that all schools are going to ensure their meals are in compliance with meal pattern requirements. What training will occur? Who will provide the training? Will the school(s) go to a cycle menu? Please provide the WDE with the planned

**NSLP Administrative Review Summary 2016-2017**

Area	Finding Description	Required Corrective Action
	<p>alone, the WDE cannot determine if reimbursable meals are being served. Only the main entree item is noted on the records. Upon interviewing staff, it was found that no training is being provided on production records or serving sizes. It was determined that fruit (1 cup) and two varieties of milk are being served each day. This is not a repeat finding from last review so no fiscal action will be taken.</p>	<p>breakfast cycle menu with completed nutrient analysis &amp; component worksheets (through NutriKids or USDA component worksheets) and production records for WDE to review and approve.</p>
<p>400 - Meal Components and Quantities - Lunch</p>	<p>There are multiple issues with the production records and components for lunch: - Production records are not complete - they do not contain serving sizes and include all food items served to students - The production records being used are old and not do contain the required information - Staff is not trained on meal pattern requirements, how production records should be used and the requirements of recordkeeping. Based on the production records alone, the WDE cannot determine if reimbursable meals are being served. Serving sizes are missing on many items. Upon interviewing staff, it was found that no training is being provided on production records, meal pattern requirements or serving sizes. This is not a repeat finding from last review so no fiscal action will be taken.</p>	<p>WDE recommends a complete revamping of the food service menu to ensure that the meals served meet requirements. This includes: - Training all staff on the meal pattern requirements and serving sizes for lunch for each grade group - Training all staff on OVS - Training all staff on correct record-keeping - Updating production records and training staff how to use them – Updating the menus to meet requirements - WDE recommends going to a cycle menu (4-6 weeks); the district can use the WI or KS menus for reference - WDE recommends centralizing ordering so only compliant foods are ordered and served - Using a salad bar production record to document and credit the items served from the bar. State to the WDE how the district will ensure that all schools' menus and meals are in compliance. What training will occur? Who will provide the training? Will the school(s) go to a cycle menu? Provide the WDE with the planned cycle menu, production records, recipes, CN labels, product formulation statements, food labels, component worksheets, nutrient analysis, and any other documentation to show that the menus are in compliance.</p>
<p>500 - Offer versus Serve</p>	<p>At the elementary school for breakfast, there was not signage indicating to students what they need to take for a reimbursable meal. At each school and at each meal, there needs to be a sign indicating to students how the offered components make a reimbursable meal and that they must take at least 1/2 cup of fruit and/or vegetables. A MyPlate poster</p>	<p>Post a sign at all meals indicating to students what is being served and that they must take at least 1/2 cup of fruits and/or vegetables. Post this sign in a visible location. State what the school will do to meet this requirement. Where will the poster be posted, who will ensure they meal components are updated each day, etc.</p>



## NSLP Administrative Review Summary 2016-2017

Area	Finding Description	Required Corrective Action
	with the components was posted at lunch but was not very visible to students.	