



NSLP Administrative Review Summary 2016-2017

Wyoming Girls School

Date of Administrative Review: 6/6/2017

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

- Great job documenting NSLP professional standard training hours. The documentation is complete with the tracking tool and certificates. Plus all employees meet the annual requirements.
- The school does a wonderful job providing healthy and delicious lunches to the students. All menus meet requirements and are enjoyed by the staff and students.
- The food service staff does a great job of finding recipes and ensuring that they fit into the meal pattern. All food service staff are passionate about serving students healthy and delicious meals. They all work very hard and have the best interests of the students in mind.
- All documentation is very well organized. This helps the program run efficiently during the day-to-day operation and during reviews.



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Sponsor-Level Findings:

Area	Finding Description	Required Corrective Action
Procurement	Solicitations for food service did not contain the Buy American requirement.	Update the solicitations/Request for Quotes the SFA will send to vendors to include the Buy American requirement. Send WDE a draft solicitation that includes this requirement.
Procurement	The procurement policy needs to be updated to include the women's and minority business clause	Add the women's and minority business clause the food service procurement policy. Send WDE the update procurement policy for review and approval.
1000 - Local School Wellness Policy	The Girl's School Wellness policy needs to be updated to state the individual in charge of the tracking and implementation of the policy. The Policy needs to be updated to meet the requirements of the Wellness Policy Final Rule that goes into effect July 1, 2017.	Update the policy so it meets the requirements of the Wellness Policy Final Rule. Include the individual who will oversee the tracking and implementation of the goals of the Wellness Policy. Send WDE an updated Wellness Policy for review and approval.

Site-Level Findings: WY Girls School

Area	Finding Description	Required Corrective Action
1400 - Food Safety	Two food safety inspections were not received during the current school year and the food safety inspector was not contacted to complete two during the year	Contact the food safety/health inspector informing them that a food safety inspection needs to occur two times per school year (between July 1st and June 30th). Attempt to have a food safety inspection done prior to June 30th, 2017. Send WDE documentation that the SFA contacted the health inspector and a copy of the completed health inspection if applicable.
1400 - Food Safety	The SFA is not documenting products that do not comply with the Buy American Provision.	Begin documenting products that do not meet the Buy American provision requirements. Send WDE a copy of the document that will be used to meet this requirement.
400 - Meal Components and Quantities - Lunch	The milk substitute provided does not meet USDA requirements. The soy milk contains only 7 grams of protein when 8 grams is required.	Obtain a new milk substitute that meets USDA nutrient requirements. Send WDE a copy of the food label of the milk substitute for review and approval.
600 - Dietary Specifications and Nutrient Analysis	During the month of review (April 2017), there were two weeks where the menu exceeded the sodium limit: week of March 27th (103% of requirement) and week of April 17th (103% of requirement).	Update the menu for the two weeks to meet the sodium requirement. Send WDE the updated menu and nutrient analysis with the corrections. State to the WDE the changes that were made to meet the sodium limit.