



## NSLP Administrative Review Summary 2016-2017

### Fremont CSD #21

Date of Administrative Review: 5/18/17

Date Review Closed: 12/18/17

#### 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

I'm glad to see the teachers are still using gloves when helping on the line as was requested during the last review.

The staff is obviously well trained and work well together. They know the requirements of the programs and did operate offer vs. serve at the high school, which I was concerned might not be happening. The staff has an excellent rapport with the kids.



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### Review Findings

#### Sponsor-Level Findings:

Area	Finding Description	Required Corrective Action
1000-School Wellness Policy	Wellness policy does not meet current requirements. The policy needs to include the individual who is responsible for the monitoring of the wellness policy and how often the wellness policy will meet and review the policy (required once every three years; WDE recommends annually).	Update the wellness policy so it meets the requirements of the Wellness Policy Final Rule. This policy must be implemented by July 1, 2017. Send WDE a copy of the updated wellness policy for review and approval.
1200-Professional Standards	The SFA is not tracking or documenting professional standard training hours for food service employees. No tracking other than civil rights training could be found at the time of the review.	Begin using an approved training tracking log and track employee training hours, at minimum annually but preferably more often, to verify the professional develop requirements are met each year. Send WDE a copy of the training log that includes the completed training hours completed for all food service employees during the 16-17 school year. State who will be responsible for tracking professional standard training hours and that employees receive the required hours of training.
800-Civil Rights	Even though the SFA operates Provision 3, a public release must be completed. The full release with the pricing is not required, but it must advertise the availability of the school lunch program. This public release must be sent to the local paper prior to the beginning of each school year.	Submit a plan of action for how this public release will be done in the fall. Also submit a copy of the release after it is published in the fall of 2017. WDE sends the SFAs a public release template that can be used as reference for the document that is sent to the paper.
Procurement	The procurement policy for food service does not meet requirements for federal funds.	Update the procurement policy so it meets USDA requirements. Required updates to policy include (see the WDE template for all requirements): <ul style="list-style-type: none"> <li>- Add minority/women's business clause</li> <li>- Update Buy American Clause</li> <li>- Remove non-discrimination statement</li> <li>- WDE recommends adding a micropurchase threshold</li> </ul> Send WDE the updated procurement policy for review and approval. Use the updated policy when



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Area	Finding Description	Required Corrective Action
		making all food service purchases with federal funds.

### Site-Level Findings: Ft. Washakie Elementary

Area	Finding Description	Required Corrective Action
300-Meal Counting and Claiming (breakfast)	There are two stations set up in the cafeteria where the students punch in their own ID numbers. This is a vast improvement over the old system of teachers counting their classes and the employees counting trays. However, the computer stations are un-monitored. It is a requirement that there is an individual at the end of the service line to ensure students are receiving reimbursable meals.	Both stations must have a person assigned to monitor the station and ensure every child punches in their code and then match the picture of the child to child that just punched in, to ensure that kids are not using other kids codes. There is not a way to prevent kids from skipping punching in all together. They can easily by-pass the computers and go straight to the food line and there is no way to prevent this. It would be preferable to have a cashier station set up right outside the food line doors with barriers (like you see in banks) set up to funnel the kids through the cashier line after they have been through the food line. This would solve the monitoring problem and the cashier could also verify the proper portions have been served based on the child's grade level. State the SFA's plan for placing a cashier/monitor at the end of the service line to check for reimbursable meals and that students are being correctly counted. If possible, send a photo of how the system will be set up.
400-Meal Components and Quantities (breakfast)	There are signs showing the parts of the meal and what is being served but nothing that explains a reimbursable meal. This is not necessary since K-8 is being served, however since 9-12 uses this same service space, and they are required to be offer vs. serve, there needs to be signs showing what a reimbursable meal is for breakfast and lunch and that they must take 1/2 cup of fruit and vegetable at each meal.	Signs need to be hung in the serving area indicating to students what a reimbursable meal looks like for breakfast and lunch and that they must take 1/2 cup of fruit and/or vegetable. This is a requirement for the high school, since they are offer vs. serve. Upload a photo to the review showing the signage to be used and where it is posted to meet this requirement.



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400-Meal Components and Quantities (breakfast)	The production records do not note that weekly component requirements are being met for each grade group.	Ensure that weekly breakfast component requirements are being met for each grade group by completing the Meal Contribution Report at the bottom of the production records or by completing the USDA component worksheets for each week in the cycle menu. Submit the updated and complete production records or the completed USDA component worksheets for the breakfast cycle menu to document that component requirements are being met for each grade group.
400-Meal Components and Quantities (lunch)	Grade groups come through the line at different times. However, reviewer did not notice that different serving sizes were served to each grade group to accommodate the different component and nutrient requirements.	Review the component and serving requirements for the grade groups. Ensure that students in each grade group receive the appropriate serving of each food as noted on the production record. This means changing out serving utensils so the correct serving size is served. Train serving staff and cashiers on identifying if the students in each grade group has the correct serving size. In the finding response, state the training that the staff will receive on component requirements and scoop sizes.
400-Meal Components and Quantities (lunch)	Weekly vegetable sub-group requirements are not tracked or documented on production records. Additionally, the production records indicate that low-fat chocolate milk was served which is not an allowable milk variety.	All meal components, including weekly vegetable sub-groups, must be tracked and documented using either the production record or the USDA component worksheets to ensure that daily and weekly component requirements are met. Ensure that low-fat chocolate milk is not served as part of the reimbursable meal. Update production records to indicate that the acceptable varieties of milk are offered to students. For all weeks in the cycle menu, complete either the Meal Component Contribution portion on the bottom of the production records or complete the USDA component worksheets. Submit these completed documents to the WDE for review and approval.



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<b>Area</b>	<b>Finding Description</b>	<b>Required Corrective Action</b>
600-Dietary Specifications and Nutrient Analysis	On the nutrient analysis provided for the month and week of review, it is unclear what serving sizes were used for the calorie totals for each grade group. Additionally, the saturated fat and sodium were not totaled for each grade group.	<p>Clearly indicate on the nutrient analysis which serving sizes were used to calculate the nutrient totals for each grade group. The nutrient analysis must also provide totals for each grade group for saturated fat, trans fat, and sodium.</p> <p>Update the breakfast and lunch nutrient analysis for each grade group for the cycle menu so it is clear what serving sizes were used to calculate the totals for calories, saturated fat, trans fat and sodium. This can be done on the bottom of the production records or by using the USDA component worksheets simplified nutrient analysis. Submit the updated production records or completed component worksheets for WDE review and approval.</p>