



NSLP Administrative Review Summary 2017-2018

Laramie County School District #2

Date of Administrative Review: 1/8/2018

Date Review Closed: 1/26/2018

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

Everyone at the district is very supportive of NSLP. Overall, the program is very well-run and organized. Laramie #2 has a model NSLP for other districts around the state.

Albin Elementary: All of the teachers and staff were very helpful during lunch ensuring students took items from the salad bar and had a well-balanced tray. It was obvious the students were enjoying their meal.

Pine Bluffs Elementary: It is great that breakfast in the classroom is available at Pine Bluffs Elementary to ensure all students have access to a healthy breakfast. This program has definitely been a success due to the support from teachers and staff. Keep up the great work!



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Pine Bluffs Elementary: Students really enjoyed the wide-range of fruits and vegetables available on the salad bar. Every students' tray was full of colorful fruits and vegetables. All the staff and teachers were very supportive of the program and ensuring students receive healthy meals.

Review Findings

Sponsor-Level Findings:

Area	Finding Description	Required Corrective Action
200-Verification	One of the verified applications was done incorrectly. Based on the income provided for verification, one student in the household should be receiving reduced meals instead of free meals.	Notify the household that the student will now receive reduced meals based on the income provided during verification. Give the household 10 calendar days' notice before reducing the benefits in the POS system. Upload a copy of the letter sent to households in addition to a copy of the updated POS list with the corrected eligibility status for the student listed on the application.
300-Meal Counting and Claiming	The POS at Pine Bluffs Elementary is at the beginning of the service line. Students place their individual cards in a basket before choosing their meal for that day. Monitors are assigned to stand at the end of the line to ensure students have a reimbursable meal. However, during the onsite review the monitor was not always at the end of the line.	The POS must be at the end of the service line after students have chosen all parts of their reimbursable meal. Move the POS to the end of the line by either collecting individual students' cards or placing a computer at the end of the line for students to enter their ID. If neither of these options are feasible, the SFA can submit a POS exemption request to WDE for consideration.
Procurement	The transactions made for equipment maintenance cannot be considered micropurchases since they were made with only one vendor. The total amount was over the micropurchase threshold; therefore purchases with the vendor are considered a small purchase and documentation of quotes from other vendors should be obtained.	Future transactions for equipment repair should follow federal procurement requirements. For purchases to be considered a micropurchase, utilize other vendors to spread the purchases equitably or obtain and document price quotes from other potential vendors. In the corrective action response, state how the SFA will follow the procurement requirements for micro- and small purchases. This includes how the SFA will obtain and document quotes for equipment repairs.

Site-Level Findings: NONE