



## NSLP Administrative Review Summary 2017-2018

### Platte County School District #2

Date of Administrative Review: 1/29/18

Date Review Closed: 2/23/18

#### 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

Dawndrea does an awesome job! All the staff are friendly and work together well! Its awesome how they all know the students and the students know what is expected!



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### Review Findings

#### Sponsor-Level Findings:

Area	Finding Description	Required Corrective Action
100-Certification and Benefit Issuance	SFA is always converting incomes to annual even if the incomes are in the same frequency. If the household provides multiple income in different frequencies, then the incomes are converted to annual, added together then compared to the IEGs.	State how the SFA will ensure that the correct conversion factors will be used on future free and reduced applications.
100-Certification and Benefit Issuance	<p>Seven students (4 free, 3 reduced) had applications without social security numbers. Applications without SSNs are considered incomplete and should be denied.</p> <p>Once the missing information has been received, the application can then be evaluated for eligibility for free/reduced meals.</p>	Obtain the SSN for the students listed in the Special Instructions. Send WDE a copy of the complete application for these students and documentation from PowerSchool that their F/R status has been switched to "Paid". If you cannot obtain a SSN or indication of "no SSN" the students must be denied.
1400-Food Safety	Temperatures of food are not recorded. Staff are taking food temperatures upon removal from oven and prior to serving, but they are not being recorded.	Send WDE one week of temperature logs for both breakfast and lunch. Ensure staff understands how to take temperatures, when to take temperatures and the proper temperatures for foods to avoid food borne illnesses.
1200-Professional Standards	The SFA is not tracking professional development hours for all staff. It is required that all NSLP have the required annual professional standards training hours completed and documented with the required information.	Begin tracking NSLP employee training hours on an approved tracking tool. Send WDE the tool that the SFA will use for this purpose.
Resource Management Comprehensive Review	In the past, food and supplies purchased with federal funds for the Child Nutrition Programs has been used for other purposes outside NSLP and the food service account was not refunded. It is required that food and supplies purchased with Child Nutrition funds only be used towards the operation of child nutrition programs. If a non-Child Nutrition program, group or individual uses supplies or food purchased with child nutrition funds, the	<p>The food service account must be refunded for the amount of Child Nutrition Program-funded food and supplies used for other purposes.</p> <p>Provide WDE a copy of the invoice for the items used and documentation that the amount was refunded to the food service account. In the future, situations like this will be considered catering and the food service account will be refunded for the cost of items used. Implement a system where this requirement will be met in the future.</p>



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Area	Finding Description	Required Corrective Action
	value of the food and supplies must be refunded to the food service fund.	

### Site-Level Findings: Guernsey-Sunrise School

Area	Finding Description	Required Corrective Action
400-Meal Components and Quantities (Breakfast)	<p>The two weeks of the breakfast cycle menu do not meet the required calorie range.</p> <p>The grain requirement for week 2 is not entered correctly in the component worksheet.</p> <p>Week 2: Weekly grains (okay per labels (Breakfast on a stick 2.5 oz eq; burrito 2 oz eq)).</p> <p>Week 1: per production records serving 1.5 pizza but on nutrient analysis only 1.</p>	<p>Update the component worksheets to correctly identify the grain contribution of food items.</p> <p>Update the nutrient analysis to include all items offered at breakfast and adjust other menu items as necessary to ensure the breakfast menu meets weekly calorie and component requirements.</p> <p>Upload the corrected breakfast menu materials (production records, component worksheets and nutrient analysis) to the review for WDE review and approval.</p>
400-Meal Components and Quantities (lunch)	<p>Planned menu items meet whole grain requirements. However, some items being purchased and in the freezer do not meet menu requirements: dinner roll, biscuit dough, breadsticks, beef steak fritters, Texas garlic toast, and breaded chicken fingers.</p>	<p>Obtain whole grain items for the items listed. Send WDE a picture of the labels for the items indicating that the whole grain options are being purchased and served.</p> <p>Ensure that only whole grain-rich items are purchased and used in NSLP.</p>
600-Dietary Specifications and Nutrient Analysis	<p>Breakfast Weekly average for calories are below required range for both weeks in the cycle menu.</p> <p>Week 2: calories 387.4 (range 450-500 kcal). Need to add yogurt to Thursday.</p> <p>Week 1: Calories 308.8 (range 450-500); per production records serving 1.5 pizza but on nutrient analysis only 1.</p> <p>Lunch weekly calories for week 2 9-12 grades are below range at 712.</p>	<p>Update the nutrient analysis to include all items offered at breakfast and adjust other menu items as necessary to ensure the breakfast menu meets weekly calorie requirements.</p> <p>Upload the corrected breakfast menu materials (production records, component worksheets and nutrient analysis) to the review for WDE review and approval.</p> <p>Correct the calories for lunch, week 2 for the 9-12 grades so the weekly average is within 750-850 kcal. Send WDE the corrected menu, nutrient analysis, and component worksheets demonstrating the correction.</p>