



NSLP Administrative Review Summary 2017-2018

Fremont County School District #6

Date of Administrative Review: 5/3/18

Date Review Closed: 7/16/18

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

After School Care Program- Great job of distributing snack and coordinating food with the Food Service Director. Two bins are available for items the children do not want. Milk is in an ice bath. Great program



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Review Findings

Sponsor-Level Findings:

Area	Finding Description	Required Corrective Action	Corrective Action Response
100- Certification and Benefit Issuance	The district did not extend free meal eligibility to students living in a household where other members receive SNAP benefits. Two students were determined to be reduced but should be direct cert SNAP One student was determined to be free but should be DC SNAP	Correct the status of the students whose eligibility was determined incorrectly. Upload the corrected student list and letter to households informing them of the status change.	[This finding] refers to the same finding as in question 133. I am attaching the listing again and the letters are in the next finding as well. If you need more, let me know. All were corrected during the review.
100 – Certification and Benefit Issuance	There were some errors in determining students' direct certification status for free meals: Two students were determined to be foster but should be free based on income. Two students were determined to be reduced but should be direct cert SNAP. One student determined to be free but should be DC SNAP One student determined to be homeless but should be foster	Correct the status of the students whose eligibility was determined incorrectly. Upload the corrected student list and letter to households informing them of the status change.	All corrected per emails during audit. Letters and listing attached.
1200- Professional Standards	The full time staff currently has documentation of 3 hours of training for the 2017-2018 school year. The requirement for full time staff is 6 hours of annual training. The full time staff members are short 3 hours of training. There is no documentation of the part time staff training, except for the civil rights training. They are required to have 4 annual hours of professional development training. The part time staff member is short 3.5 hours of training.	Send a plan for 3 additional professional standards training hours that the two full time staff members will attend prior to July 1, 2018. Include this on a tracking log that includes all required information. Send a plan for 3.5 additional professional standards training hours that the one part time staff member will attend prior to July 1, 2018. Include this on a tracking log that includes all of the required information.	Completed training log attached to corrective action response.
1200- Professional Standards	The required annual 12 hours of professional development has not been met by the food service director. A total of 5 training hours are documented for the 2017-2018 school year. An additional 7 hours are required prior to July 1, 2018 for the food service director.	Send WDE how this 7 hour of additional training requirement is going to be met by the end of June 2017. Attach a completed training tracker tool for hours completed so far this school year.	Completed training log attached to corrective action response.



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Procurement	<p>Milk bid and contract with FSA does not include requirements regarding "Buy American", including:</p> <ul style="list-style-type: none"> - the need for documentation that requests consideration on the use of domestic alternative foods before approving an exemption, - a requirement to document the use of non-domestic food exemption when competition reveals the cost of domestic food is significantly higher than non-domestic food, - a requirement to document the use of a non-domestic alternative food due to the domestic food not produced or manufactured in sufficient or reasonable quantities of a satisfactory quality. 	<p>If re-bidding milk for next year, include the Buy American provision in the bid.</p> <p>If not re-bidding milk, amend the contract to include the Buy American provision.</p> <p>Send WDE the updated documents as applicable that includes the required Buy American language.</p> <p>WDE will approve the updated bid prior to the SFA releasing the bid/submitting for renewal.</p>	Amended notice of award including Buy American language attached to corrective action response.

Site-Level Findings: Wind River Elementary

Area	Finding Description	Required Corrective Action	Corrective Action Response
400-Meal Components and Quantities (lunch)	The school was substituting some vegetables without ensuring that weekly vegetable sub-group requirements were being met.	Ensure that if changes are being made to the menu that all of the weekly requirements (especially vegetable sub-group requirements) are being met. Train all staff on the meal pattern requirements to ensure this occurs. State the training that will occur, when it will occur and what training will be provided.	<p>Food Service Director has updated the NutriKids program to ensure that all components are met and tracked on this program.</p> <p>If any substitutions are made it will be sure to be noted and corrected on this system.</p> <p>A new menu has been created and sent to the State agency, CN labels have been made available to the State, nutrient analysis has been made available to the State, production records and weekly analysis sheets have all been made available to the State.</p> <p>Training for the staff will be done after school starts in August, 2018. Will plan to have this done by the end of September. Training will cover what food items are necessary to complete a reimbursable meal.</p>
400-Meal Components and Quantities (lunch)	<p>Weekly vegetable requirements are not being met for the month and week of review as noted below.</p> <p>The district is not documenting how weekly and daily component</p>	Correct the lunch menu so that weekly and daily meal component requirements are met. State how the district will track that these requirements are met. Obtain and	Food Service Director has created a revised menu to meet all requirements. CN labels for food on the menu accompany the menu, as well as recipes, Recipe Analysis



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	<p>requirements are met. It is required that for each meal and grade group that weekly and daily component requirements are tracked either on the production records or through a nutrient analysis software or on the USDA-certification of compliance worksheets. Additionally, the production records do not contain all required information, including all information regarding adult meals.</p> <p>Meal Component Errors Week of 3/5: - Not meeting dark green vegetable requirement for the week. (peas replaced broccoli on 3/5) - CN labels/PFS needed for: pizza, Chicken a la king, rolls, Harvest pork patty, hamburger patty, bun, biscuit and sausage links - serving size needed on brown rice - No grains being served on 3/7 - Not meeting minimum vegetable requirement on 3/6 (1/4 cup short), 3/7 (1/8 cup short)</p> <p>Week of 3/12: - Need CN label for Salisbury steak, chicken tenders, calzone - Not meeting dark green vegetable weekly requirement (1/2 cup/week)</p> <p>Week of 3/19: - Need CN label/RAW: chicken alfredo with a twist, egg roll, Italian chicken sandwich - Not meeting bean/pea requirement for week - Not meeting daily vegetable requirement on 3/19 (how crediting salad?) - Serving size for rice 3/20? - Not meeting daily vegetable requirement 3/20 (1/4 cup short) - Pea pods and peppers written on production record for 3/22 but no serving sizes noted</p>	<p>provide the WDE with the corresponding, child nutrition (CN) labels, product formulation statements (PFS), recipes, Recipe Analysis Worksheets (RAW), and nutrient labels.</p> <p>Send WDE the planned production records, component worksheets, nutrient analysis, labels, and recipes for one month.</p>	<p>Worksheets, nutrient analysis, have all been sent by mail to the State representative to review for compliance.</p>



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	<ul style="list-style-type: none"> - Not meeting weekly red/orange requirement for the week (3/4 cup) - not meeting weekly vegetable requirement (short 1/4 cup) <p>Week of 3/26</p> <ul style="list-style-type: none"> - Need CN label/RAW/PFS for corn dog, cowboy cavatini, bean and cheese burrito - Not meeting minimum vegetable requirement for 3/28 - not meeting dark green vegetable requirement for the week <p>Week of Review 4/30</p> <ul style="list-style-type: none"> - Need CN label/RAW/PFS for macaroni and cheese, chicken strips, chicken nuggets - Rice serving size 5/2 - Not meeting daily vegetable requirement on 5/3 or 5/3 - Not meeting starchy vegetable requirement for week - Not meeting total vegetable requirement for week (only 2.75 cups total) 		