



## Cathedral Home

Date of Administrative and Procurement Review Date: January 7 2019

Review closed: February 5 2019

### 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)
- Procurement Review

### Commendations:

Financial Management of the Non Profit Food Service Account. Very nice job with your financial management. All records are easy to follow, complete, and accurate. The procedures in place are excellent. Very easy to follow all expenses and revenues.

Per the CEO, it was reported that last year 100% of the residents stated they were satisfied with their meals, found them to be delicious, and felt they had an adequate amount of food served. Andrew is doing an amazing job making sure residents are satisfied and well fed!

Andrew's production records are very good. He has implemented a best practice which identifies the components under each food group. This makes food substitutions easier for the cottage staffs.

For the food service team and food program manager, great job keeping track and providing CN labels/product formulation statements, thorough production records, and materials needed for the nutrient analysis. Greatly appreciated providing such detailed documents before the on-site review, it made the review go very smoothly!

For the cottage staffs, kitchen areas are very clean. Staffs seem interested in providing students nutritious and eye-appealing meals.



## NSLP Administrative Review Summary 2018-2019

### Findings and Corrective Actions:

#### 700 – Resource Management

##### Finding #1

Purchases from Cash-Wa exceed the micro purchase threshold and did require quotes or some type of small purchase procedure to have occurred. In the future, these purchases could be considered micro as long as the purchases are distributed equitably among qualified vendors. Cash-Wa purchases were double the other purchases made to other qualified suppliers.

##### Required Corrective Action:

SFA must either perform small purchases procedures, make sure that purchase are qualified micropurchases, or have a formal solicitation with vendor in the future.

##### Accepted Corrective Action:

Sponsor informed main vendors on the types of products that the organization needs. They will perform small purchase procedures. They will also utilize a spreadsheet that directly compares pricing for each item from their primary vendors and to keep track of all monthly Food Program purchases. Sponsor uploaded spreadsheet. Corrective Action is approved.

##### Finding #2

Written Procurement Policy needs to be updated for missing items and out of date Buy American policy. Missing Records Retention and Access, missing Debarment and Suspension, old Buy American Policy.

##### Required Corrective Action:

Update policy to include all required components and updates.

##### Accepted Corrective Action:

Sponsor has updated Procurement Policy to reflect required corrective action. Sponsor has uploaded policy. Corrective Action is approved.

#### 1400 – Food Safety

##### Finding #3

Food Service Director has not implemented the Buy American tracking form found on the food service website.

##### Required Corrective Action:

Provide documentation showing that the Buy American exemption form has been implemented.

##### Accepted Corrective Action:

Sponsor has implemented Buy American tracking and uploaded the tracking and exemption forms. Corrective Action is approved.