



Converse CSD #1

Date of Administrative and Procurement Review Date: November 26-27 2018

Review closed: March 29 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:

Over 200 students were reviewed and Converse #1 only had two student errors for benefit issuance!

Converse #1's Farm to School program is excellent and received many commendations from staff and students alike. They do very well with bringing the community of ranchers and farmers to the school and exposing students to local foods. The students enjoy and appreciate having local Wyoming food in their menu.

Monty was a great help with a leaking tire on the State Agency's car. He took time out of his busy schedule to take it to a Douglas shop and get it fixed!

Monty, Kristy, Teresa, Tracy, Alesha, and Paige all work together very well and it is apparent that this team is a well-oiled machine. They collaborate excellently to ensure students' needs are being met and go above and beyond to provide students with healthy and tasty meals.

All the kitchens the State Agency visited were immaculately clean. It is apparent that the staff cares a lot about their workplace just by how well equipment was taken care of and cleaned.



NSLP Administrative Review Summary 2018-2019

Findings and Corrective Actions:

100 – Certification and Benefit Issuance

Finding #1

Application missing parent signature and date, 4 applications missing official signature and date of approval.

Required Corrective Action:

Obtain signatures and dates, submit copy of income forms to WDE.

Accepted Corrective Action:

Required documentation uploaded. Corrective action is approved.

600 – Dietary Specifications and Nutrition Analysis

Finding #2

Missing product formulation statements/child nutrition labels for weeks of review (Oct 8-Oct 12, Nov 26-Nov 30) that are needed for nutrient analysis.

Required Corrective Action:

Please provide missing product formulation statements/child nutrition labels for ground beef USDA raw meat and chicken product formulation statement. This statement states the M/MA equivalents.

Accepted Corrective Action:

Documentation was provided by sponsor. Corrective action is approved.

700 – Resource Management

Finding #3

No formal procurement or contract for FSA (Food Service of America) SFA paid \$72,154.64 in past school year.

Required Corrective Action:

Must perform a formal procurement for 2019-2020 school year or have documentation that each purchase is a quoted small purchase or micro-purchase. The corrective action is to provide sample RFP or IFB to WDE or provide a policy describing how each purchase will be either a micro or small purchases and how they will be quoted for this vendor.

Accepted Corrective Action:

Sponsor will need to provide a copy of the new RFPs and IFBs to WDE when prepared for release. Sponsor will follow through with this. This will be reopened if documents are not received. Corrective action approved.

Finding #4

Bakery Bid and Milk Bid are not compliant. Documents provided to WDE are inadequate and unsigned.

Required Corrective Action:

Must rebid both for 2019-2020 school year and provide sample IFBs or RFPs as part of corrective action.

Accepted Corrective Action:

Sponsor will rebid this June and provide RFP template as soon as possible. This will be reopened if documents are not received. Corrective action is approved.

Finding #5

Collection Fees: These fees are noted as being charged to CCSD #1 Food Service. Bad debt is not allowable for federal funds. This also includes any related collection costs, and related legal cost arising from such debts after they have been determined to be uncollectable. Per 2 CFR 200.426

Required Corrective Action:

Reimburse the nonprofit food service account for collection fees and do not charge this account for future bad debt or collection fees.

Accepted Corrective Action:

Per phone conversation 03/15/19 GF were provided to FS account for previous fees and any future fees will only be paid with GFs. Corrective action approved.



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1000 – Local School Wellness Policy

Finding #6

The wellness policy has great over-reaching goals but no measurable objectives to work toward achieving the goals.

Required Corrective Action:

Add 1 or 2 measurable objectives under each goal and review at least annually to monitor progress of objectives toward the goals. Publicize the annual progress determined and possibly establish new objectives toward established goals. This can be done on website, Facebook page etc. just to make parents and the community aware of the wellness policy and progress.

Attach updated policy or draft policy to the response with dates of implementation.

Accepted Corrective Action:

Sponsor has held wellness committee meeting and submitted a draft of the wellness policy with additions. Corrective action is approved.

1200 – Professional Standards

Finding #7

Teresa, Alicia and Tracy are not receiving annual training for income forms and verification. They need to receive training.

Required Corrective Action:

They are required to receive 4 hours of training in the area of income forms and verification annually. Respond with how you will meet this annual requirement.

Accepted Corrective Action:

Sponsor has submitted the training log and the plan for continued training for the following year. Corrective action is approved.

1400 – Food Safety

Finding #8

There were two cans of food that was not grown in America.

Green Chiles--Mexico

Olives--Spain

Both products were procured from Sysco.

Required Corrective Action:

Contact Sysco and obtain Buy American exemptions for the olives and green chilies. Notify Sysco that you as the SFA needs an exemption for each product that is not grown in America

Accepted Corrective Action:

Exemptions were submitted by the sponsor. Corrective action is approved.

400 – Meal Components and Quantities – Lunch

Finding #9

Some meals in lunch for middle school and upper elementary are not credited correctly (see technical assistance.) Weekly certification worksheet will need to be updated to reflect corrected crediting to ensure meals pattern requirements are met adequately.

Required Corrective Action:

Please submit new weekly certification worksheet for 10/8-10/12 and 11/26-11/30 once changes are made.

Accepted Corrective Action:

Certification worksheets were uploaded by sponsor. Corrective Action approved.

1100 – Smart Snacks in School

Finding #10

There are products in the vending machine that are not compliant for Middle School

Bai Bubbles

Sobe Water



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Lipton Ice Tea and fruit diet

Required Corrective Action:

Only plain water, plain low fat milk, plain or flavored non-fat milk or 100% fruit or vegetable juice (may be diluted with water) with no added sweeteners are allowed for Middle School. Please replace with compliant products listed above or have machine turned off from midnight to 30 minutes after school. Send documentation of the corrective action (take a picture of vending machine and send to SA.)

Accepted Corrective Action:

Picture of corrected vending machine submitted by sponsor. Corrective action approved.