

Fremont CSD #24

Date of Administrative and Procurement Review Date: November 6-8 2019

Review closed: February 20 2020

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:

Offer vs serve is offered to the pre-school children. This practice is rarely observed at the pre-school level and would be considered a best practice. Thank you!

No errors were found in the area of Certification and Benefit Issuance. Cindy's work has been amazing in this management area. The district's wellness policy is amazing! This district is definitely a leader in this management area.

All district staffs were very friendly and accommodating.

Prepared meals were eye appealing and very tasty.

Written Meal Charge Policy includes procedure on Bad Debt. The district writes a check from general funds for the non profit food service program for any identified bad debt. The SFA has no bad debt due to the great job of collecting performed by the Food Service Director, Cindy.

Staff were eager to learn how to complete production records. Cooks had several very good questions during our visit. Thank you for your interest.

Findings and Corrective Actions:

700 – Resource Management

Finding #1

It was found that Fremont 24 has a revenue ratio less than its food cost ratio for either second meals or second entrees at all schools. The Federal non profit food service program is not to support ala carte, adult, second meals etc

Required Corrective Action:

If the SFA chooses to provide items at less than or at no cost, the SFA must take additional steps to sufficiently increase its nonprogram food prices, add specific general funds to its nonprofit food service account, and/or take other actions to adequately resolve the problem.

If the SFA chooses to add GF to the non profit food service account that has to be a specific transfer (or specifically noted within an annual transfer) and cannot just be part of an annual contribution.

Accepted Corrective Action:

Sponsor submitted plan on rectifying this finding. Corrective action is approved.

Finding #2

Written Procurement Policy is out of date and not compliant.

Required Corrective Action:

Update written procurement policy, and remove the non-discrimination clause as that is not applicable to this policy. Current policy template is attached to compliance "review attachments" for reference

Accepted Corrective Action:

Sponsor updated the policy and the latest version was adopted by the board. Corrective action is approved.

1400 – Food Safety

Finding #3

FSA is not properly tracking Non-Domestic products on state issued form. FSA will need to implement WDE form and begin to track product as required

Required Corrective Action:

FSA will need to implement the form and begin to track product as required. Please upload your Buy American form with date, non-domestic food items and reason for purchase.

Accepted Corrective Action:

Required documentation provided to WDE. Corrective action approved.

RMCR – Revenue from Nonprogram Foods

Finding #4

2nds are not priced correctly. SFA must either increase prices or provide a specific GF transfer to recover the difference. The non profit food service program is not to support ala carte or second meals

Required Corrective Action:

General fund cuts a check for all second meals at the end of the school year. Must be a separate line item from budget.

Accepted Corrective Action:

Board has made the decision to fund seconds at \$0.01 each and will be tracked separately. General fund to lunch fund will cover the costs when balance gets high. Corrective action is approved.

400 – Meal Components and Quantities Lunch

Finding #5

Production records are not being completed correctly. As a result, it is difficult to determine if enough food is being prepared. While during observation portions seemed correct, the back up documentation was not indicating proper quantities prepared. As a result, the staffs need to production of food correctly. Cooks need to be retrained on production records. Verification of training and topics covered will be submitted to WDE

Required Corrective Action:

Provide one month of completed production records to WDE for breakfast and lunch

Accepted Corrective Action:

SFA has corrected this after reviewer has visited with food service director. Production records have been provided to reviewer. Corrective action approved.

Finding #6

For the week of the review, the planned meal components was short 1/8 cup of the red/orange vegetable subgroup; for the week of the on-site, the planned meal components the menu was short 1/2 cup deep green subgroup

Required Corrective Action:

SFA will provide a planned menu for the month of December accurately identifying the vegetable subgroup. Supporting documentation (recipe and subcomponent report) will be submitted to WDE

Accepted Corrective Action:

Reviewer worked with director on a technical assistance. Documentation is pending and if not submitted by 3/19 then this finding will be re-opened. Corrective action approved.

600 – Dietary Specifications and Nutrient Analysis

Finding #7

FSA needs to plan for all vegetable subcomponents each week. Week of the review menus were short 1/8 cup red/orange.

Polish sausage - back up documentation is needed to verify components

Purchased potato salad - back up documentation is needed to verify components

The week of the on-site the deep green component is missing. Recipes are not calculated correctly nor are the subcomponents entered into Nutrikids correctly.

Required Corrective Action:

Correct recipes required for menus written for the month of December.

Update Nutrikids subcomponents in recipes to reflect proper menu planning

Ensure all subcomponents are planned each week.

Submit a December menu, recipes, product formulation statements and/or CN labels; nutrient analysis and subcomponent worksheet to WDE for the entire month

Accepted Corrective Action:

Back-up documentation was sent in December. Nutrient analysis has been updated and is accepted.

Corrective action approved.

1100 – Smart Snacks in Schools

Finding #8

A la Carte line has salad items that need analyzed for smart snack compliance. i.e salad bar, pizza, etc.

Required Corrective Action:

Submit documentation indicating smart snack compliance for menu items.

Accepted Corrective Action:

Documentation provided in December. Documentation for non-menu items was provided and in compliance.
Corrective action is approved.