

Weston CSD #1 (2301000)

Review ID: 4010

Review Year: 2019-2020
Month of Review: February
Lead Reviewer: Tamra Jackson
Exit Conference Date: 3/12/2020

Sponsor - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1400 - Food Safety	V-1400	No Buy American Documentation was available.	Use Buy American Exemption form moving forward. Attached to the review attachments. Add current foods to the form and submit as CA.	I WILL MAKE SURE THAT THE BUY AMERICAN LOG IS IN EACH KITCHEN AND WILL CHECK TO MAKE SURE THE PERSON DOING THE ORDERING IS LOGGING THE ITEMS ON IT.
RMCR - Nonprofit School Food Srvc Acct	V-RMCR	SFA was unable to provide all invoices requested by WDE for review.	SFA must update financial management policies and procedures in regards to expenses charged to the non profit food service account and implement a documentation and record keeping procedure.	THESE INVOICES WERE MULTI PROGRAM EXPENDITURES. I WILL MAKE SURE COPIES OF THE INVOICES ARE ATTACHED WITH THE VOUCHER JACKETS ON EACH FUND BEFORE FILING THEM.
100 - Certification and Benefit Issuance	V-0100	There are four applications affecting six students where the application is not signed. Those students will have to be changed to paid due to an incomplete application.	For next school year, you will need to come up with a plan to ensure all applications are complete before they are processed. This plan should specifically include the parent signature and date are completed. You are over the 3% threshold of errors so you will be required to do a 2nd review of applications and report results.	I WILL HAVE A SECOND PERSON CHECK ALL APPLICATIONS FOR SIGNATURES, SS #, AND DATES. WE WILL KEEP A LOG OF THE MISTAKES THAT I MADE AND SUBMIT IT TO THE STATE.
200 - Verification	V-0200	There was no confirmation review conducted prior to verification. This confirmation review needs to be conducted to ensure that the initial benefit determination was correct.	Submit to WDE a plan that will be implemented to ensure that a verification confirmation review is conducted prior to verification being conducted starting during the 2020-2021 school year.	I HAVE A PERSON DO ALL THE CONFIRMATION ON EVERY APPLICATION THAT I DO, I WILL HAVE THEM RESIGN AND DATE THE ONES THAT ARE SELECTED FOR VERIFICATION.
Procurement Review Form	V-0000	Dean Food Dairy Bid. The SFA did not follow their own written procurement policy and requirements for procurements made with federal funds. Specifically, page 4 of the Procurement Policy "The District contracts will not be awarded to any potential vendors who write any of the bid specifications, the solicitation documents, or any of the contract language". This Dairy Bid was provided by the Vendor (Dean Foods) not the SFA. The SFA must re-bid for 20-21 School year. A template bid can be found under "Review Attachments"	The SFA must re-bid for 20-21 School year. A template bid can be found under "Review Attachments"	WE WILL BE PUTTING A INVITATION TO BID, DAIRY, FOR 2020-21 SCHOOL YEAR , IN OUR LOCAL PAPER AS WELL AS THE CASPER PAPER THESE WILL BE PUBLISHED IN JUNE OF 2020. I WILL PROVIDE A COPY OF THE INVITATION TO BID AS WELL AS THE BID SPEC'S (PROPOSAL) TO THE WDE BEFORE SUBMITTING THEM.
Procurement Review Form	V-0000	The Dairy Bid was provided by the Vendor (Dean Foods)	Requirement for CA is listed in the other finding	

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100 - Certification and Benefit Issuance	V-0100	There are 10 applications were missing parent signature dates. This makes it impossible to tell if the application was processed in the appropriate timeline.	Next year when processing paper applications ensure that the applications are signed and dated when received. If they are not, the parent will need to come to the school and do that.	I WILL HAVE A SECOND PERSON CHECK ALL APPLICATIONS FOR SIGNATURE, DATE AND SS #. I WILL KEEP A LOG OF MY MISTAKES AND SUBMIT THEM TO THE STATE.
200 - Verification	V-0200	the non discrimination statement on the letter was not correct.	Wrong Non discrimination statement on the letter. Please send a template letter that would be used for adverse action. with the correct non discrimination statement .	I WILL MAKE SURE THE CORRECT STATEMENT IS SENT OUT (PG 2) ALONG WITH THE FIRST PAGE

Site - Level Findings: Newcastle Elementary K-5 (01)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	The district is working on new software (Mosaic). While the district has made very good progress the director must complete the component piece of the menu planning for the cycle menu to avoid this omission in the future.	Complete menu component piece in the Mosaic for complete reporting and to ensure complete compliance.	AS I AM LEARNING THE MOSIC SOFTWARE I NOW KNOW WHERE TO PUT THE COMPONENT PIECES AND WILL MAKE SURE THEY ARE UP TO DATE.