



NSLP Administrative Review Summary 2016-2017

Fremont CSD #2

Date of Administrative Review: 5/18/2017

Date Review Closed: 7/21/17

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

The salad bar that is available to all students is a great asset. The wide variety of vegetables and choices encourages all students to take more fruits and vegetables. The staff enjoys the salad bar as well.

All staff at the school are very supportive of the school lunch program. They all spoke very highly of the food and the staff. This positive attitude spreads to the students and makes the program better and more successful.

Overall, the district runs a wonderful school lunch program. All program materials are very organized, the meals are delicious and healthy, and the staff is very welcoming and passionate about feeding the students good meals. Your program is a model for others around the state!

The SFA keeps great records for their nutrient analysis, all nutrition labels, CN labels/PFS, recipes, menus and production records were available for review and ensure that the meals meet requirements.



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Great job running the FFVP. The students really enjoy trying the fruits and vegetables that they may not have a chance to try otherwise. The educational materials that the FSD prepares is a benefit to the program and the students. Keep up the great work!

Sponsor-Level Findings:

Area	Finding Description	Required Corrective Action
V-0000	The food service procurement policy needs to be updated to meet USDA requirements for federal funds. The policy needs to be updated to include: - updated Buy American language - a clause regarding minority and women's businesses - updated language regarding retaining program records WDE recommends the SFA add a micro purchase threshold to the policy	Update the procurement policy to meet USDA requirements. Send WDE a copy of the updated policy for review and approval.
100 - Certification and Benefit Issuance	When multiple income frequencies are provided by the household, the SFA is converting the incomes to monthly then comparing to the IEG chart. If multiple income frequencies are given, the incomes must be annualized, added together, then compare to the IEG chart to determine student eligibility.	Train determining staff that if multiple income frequencies are provided by a household, the incomes are to be annualized then compared to the IEG chart. State how this training will occur and how the SFA will ensure that correct conversions are done when processing the F&R applications.
800 - Civil Rights	The public release sent to the paper for the 2016-2017 school year did not have the updated non-discrimination statement. Additionally, the letter sent to households notifying them of F&R price meal eligibility contained the old non-discrimination statement.	Ensure that the public release that is submitted to the paper contains the updated non-discrimination statement. Send WDE a draft of the public release that will be submitted for the 2017-2018 school year for review and approval. Additionally, send WDE a copy of the letter that will be sent to households with the updated non-discrimination statement.
Procurement Review Form	The Invitation for Bid for food and milk released by the school district requires a WY Residency requirement. This geographic preference is not allowed for IFBs per 2 CFR 200.319 (b). Additionally, the solicitation advertisements are only sent to the local paper	In preparing the food service solicitation documents for the upcoming school year, ensure there is no geographic preference as this is overly restrictive. Please remove the WY Residency Requirement and advertise more widely. Food service funds cannot be used for purchases made as a result of a bid that does not meet federal requirements. It is unclear the type of solicitation that was done. An Invitation for Bid (IFB) is based on price only. A Request for Proposal (RFP) uses a scoring card. The SFAs solicitation documents do not specify what the awarded bid will be graded on. Send WDE a draft of the food and milk solicitation documents prior to advertising so WDE can verify that the solicitation meets USDA requirements. Even though the bidding documents were already sent out for publication, the SFA will have to re-do the



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Area	Finding Description	Required Corrective Action
		solicitation documents and re-publish them when the documents have been approved by WDE. Otherwise, purchases made with the awarded bid are not allowable Federal costs for NSLP.

Site-Level Findings: Dubois Elementary School

Area	Finding Description	Required Corrective Action
400 - Meal Components and Quantities - Lunch	As indicated on the component/contribution worksheets, not all grains offered at lunch meet the whole grain-rich requirement. This may be due to the ingredients being incorrectly entered into the nutrient analysis program. These grains include: Bean burrito, meatloaf, and Mandarin orange chicken, chicken egg roll, sweet and sour chicken.	Obtain whole grain-rich products for the items noted. Send WDE the labels and ingredient lists of these items. Update the nutrient analysis and component worksheets for the menu cycle with these new products. If whole grain items are being used, update the component worksheets and send to WDE for review and approval.