



NSLP Administrative Review Summary 2016-2017

Fremont CSD #25

Date of Administrative Review: 1/26/17

Date Review Closed: 3/8/17

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

Sponsor Level Commendations

Overall, the school district runs a very organized, efficient, and successful food service program. The menus look delicious, the staff is friendly and welcoming, and the students are fed healthy and filling meals every day! Keep up the good work! We appreciate all of your hard work ensuring that students get healthy meals!

Even though it's her first year as food service director, Jane has done a wonderful job with the menus, training of staff, and overall running of an efficient food service department. All of the review materials were organized and complete which we greatly appreciated.

The food service accounting is very detailed and thorough. The reviewer was able to conduct the procurement and resource management review very efficiently!

I was able to complete the benefit certification applications in only one day because they were so well organized and done correctly. Most other districts would have easily taken me two days.

All of the menus looked appetizing, colorful and healthy. Salad bars are served at each school and the students enjoy eating an abundance of fruits and vegetables. The FSD mentioned introducing more scratch-cooking which would be wonderful!

Site Level Commendations (Ashgrove Elementary School)



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Ashgrove has a very fun and festive atmosphere. The kitchen has lots of fun decorations up in the kitchen and on their billboards. The staff is good with kids, knows their names, and interacts with them. This is exactly what we like to see.

Site Level Commendations (Jackson Elementary School)

Jackson's kitchen has lots of fun decorations up in the kitchen and in the cafeteria. The staff is good with kids, knows their names, and interacts with them. This is what we like to see from the food service staff.

Site Level Commendations (Frontier Academy)

The students at Frontier Academy really enjoy the food. The server was very friendly and interacted well with the students.

Sponsor-Level Findings:

| Area | Finding Description | Required Corrective Action |
|-------------------------------|---|---|
| V-0700 | Based on the review of the 15-16 food service expenses, the SFA is not in compliance with the micro purchase threshold. Any purchase over \$3500 with one vendor is considered a small purchase and should follow small purchase threshold requirements. The purchase with Central Restaurant Products for FFVP (over \$7000) was not a micro purchase and the SFA should have obtained quotes so the purchase would have been competitive. | Refer to the district's procurement policy for proper procedures to follow when purchasing food and supplies for school nutrition programs. State how the SFA will ensure that the micro purchase, small purchase, and formal purchase threshold procedures are followed so all purchases meet requirements. |
| V-0700 | The current procurement policy needs to be updated to comply with regulations. The following statement needs to be added: The district will purchase from small, minority, and women's business enterprises and labor surplus firms whenever possible. The non-discrimination statement is outdated and unnecessary. | Add the above statement from the procurement policy. Delete the non-discrimination statement from the policy. Upload the updated procurement policy for WDE to review and approve. |
| 1200 - Professional Standards | Professional Standards Training for all employees is currently only being tracked by training sign in sheets. | The new training requirements say that training must be tracked by the number of hours trained and what category the training covers. Employees must receive different hours of annual training depending on their position (director, manager or other). Please use the template found on download forms and below, fill it out, and upload it to the finding as a response. If everyone has not completed their minimum hours of training yet, supply a plan for them to complete their training hours by the end of the school year. |

Site-Level Findings: Name(s) of site Ashgrove Elementary School

| Area | Finding Description | Required Corrective Action |
|--|---|---|
| 400 - Meal Components and Quantities - Lunch | There is signage showing what a reimbursable meal is, but not how each food meets each component. | Move the existing poster in the cafeteria into the line area and update it each meal with the correct components for breakfast and lunch. State to the WDE or upload a picture indicating that the correct signage with the required information is posted. |



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| Area | Finding Description | Required Corrective Action |
|--|--|---|
| Jackson Elementary School | | |
| 400 - Meal Components and Quantities - Lunch | There is signage showing what a reimbursable meal is, but not how each food meets each component. | Move the existing poster in the cafeteria into the line area and update it each meal with the correct components for breakfast and lunch. State to the WDE or upload a picture indicating that the correct signage with the required information is posted. |
| Frontier Academy | | |
| 400 - Meal Components and Quantities - Breakfast | The production record planned for the day of review (1/24) was a Breakfast Fundle, Cereal, fruit, juice and milk. The breakfast fundle was not served. Without the fundle the required components were still met. However, with the missing fundle, the meal may not meet the required minimum calories. All meals observed were reimbursable. | Ensure that the planned menu is served or acceptable substitutes are made so the components and nutrient requirements are met for the day and over the week. If it is common that the planned menu is not served, perform a nutrient analysis with the missing menu items to ensure it meets the minimum requirements. State to the WDE the SFA's plan for ensuring the planned menu is served or attach an updated nutrient analysis and components worksheet for the cycle menus showing that the minimums are still met with the missing menu items. |
| 400 - Meal Components and Quantities - Breakfast | Signage is not posted indicating to students what constitutes a reimbursable breakfast and that they must take 1/2 cup of fruit and/or vegetable. | On the MyPlate poster in the serving area, write the components of each day's breakfast and that they must take at least 1/2 cup of fruit/vegetable. State to the WDE the school's plan for ensuring this is done each day. |
| 400 - Meal Components and Quantities - Breakfast | On most days, the month of review production records indicated that the breakfast entree was not served (Waffles, French toast sticks, oatmeal, fundle, etc.). The minimum grain was met daily. There were days where string cheese was offered in addition to the minimum 1 oz. grain to help meet the weekly grain requirement. | Since it is common that the planned breakfast menu is not served, the school should either serve the planned menu every day or conduct a new nutrient analysis and complete the component worksheets to ensure that students are offered the required components weekly and daily. Send WDE the SFA's plan for ensuring that the planned menu is served at Frontier. If the school is going to serve a different menu, send WDE the updated breakfast cycle menu, nutrient analysis, and component worksheets based on what is actually going to be served at the school. |
| 500 - Offer versus Serve | Signage was not posted indicating to students how each food item offered contributes to a reimbursable meal. | For each meal each day, write how the meal components served contribute to a reimbursable meal. Include that students must take 1/2 cup of fruit and/or vegetables for a complete reimbursable meal. Upload documentation indicating that this requirement is being met. |