



NSLP Administrative Review Summary 2016-2017

John Paul II Catholic School

Date of Administrative Review: 1/12/17

Date Review Closed: 4/24/17

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 Findings:

Area	Finding Description	Required Corrective Action
Procurement	The procurement policy provided by the school is based on the procurement policy template for school districts. The school should use the private, non-profit procurement policy template since it is more applicable to their school. The procurement policy adopted should be used when purchasing any	Update the school's procurement policy so that it is applicable to the school's operation. Send WDE a copy of the updated procurement policy for review and approval. Use this policy for any purchases made for school meal programs.



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Area	Finding Description	Required Corrective Action
	food or supplies for the operation of NSLP.	
100 - Certification and Benefit Issuance	One student was correctly identified as receiving free school meals due to SNAP participation. However, there is not documentation that the letter from the direct certification site was printed off and sent to the household. The household only provided a SNAP case number.	A student is only considered directly certified for free school meals if they have a letter from the direct certification site. This letter should be printed off and sent to the household notifying them of their eligibility for free school meals due to SNAP. A copy of this letter should be kept on site. The direct certification site must be checked monthly for students eligible for free school meals. If a household provides a case number that the school verifies with DFS, that student is categorically eligible for free school meals. Please state to the WDE the school's plan for ensuring students are correctly identified as eligible for free school meals due to direct certification. Indicate the individual who will check the site monthly and how the household will be notified of eligibility due to direct certification.
200 - Verification	A confirmation review was not done on the application selected for verification. (TA)	Applications selected for verification must be double-checked by the confirming official to determine if the initial eligibility determination was correct before sending out a notice to households. Please state who the confirming official is and how the school will ensure a confirmation review is conducted for next year
Resource Mgt Comprehensive Review	For SY 15-16, the SFA's expense and revenue report indicates that revenues exceed costs and therefore the SFA is not running a non-profit food service account as required.	Please provide a complete 15-16 expense revenue report if available that includes all expenses made with the lunch fund, including all salaries and wages paid from the lunch fund. If salaries and wages were not paid out of the lunch fund during 15-16, ensure that these expenses are paid from the food service fund moving forward to help reduce the lunch fund balance. Provide WDE with an updated 15-16 expense report including employee pay or provide documentation that employee pay will be included from now on in food service expenses. Please provide an expense and revenue report from the beginning of school through January that documents this change. If revenues still exceed expenses after adding pay, WDE recommends additional changes to help reduce the excess balance: - Decrease paid and adult meal prices - Pay food service employees and servers more - Purchase equipment for food service. Please state to WDE the schools plan for further reducing the revenues to ensure a non-profit food service account. Please keep in mind that it is unallowable to transfer money out of the food service account to lower the account balance.



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Area	Finding Description	Required Corrective Action
Resource Mgt Comprehensive Review	Based on documentation provided, the school has an excess fund balance which is unallowable. The SFA has not regularly evaluated non-program meal prices, including extra milk and adult meals, to ensure they are priced adequately and not excessively	The SFA will complete the non-program food pricing tool and adult meal pricing tool to ensure adequate pricing. Upload the pricing tools to the review and change prices as indicated by the tool. State to the WDE if the SFA is changing prices based on the results of the tools

Site-Level Findings: John Paul II Catholic School

Area	Finding Description	Required Corrective Action
1400 - Food Safety	The food safety inspection is located in the kitchen. The most recent food safety inspection needs to be posted in the serving area so it is visible to the public.	Move the food safety inspection so it is in the serving area and visible to the public. State to the WDE or send a picture of where the food safety inspection will be posted.
1700 - Afterschool Snack	The school believed that they could only claim students as paid for ASCP. If free or reduced students ate snack, they were claimed at the paid rate. Only the number of students who took a snack item were counted, not the individual students so the claim for December was not based on eligibility of students who took a snack	Begin counting individual students who take a reimbursable snack (two food components). On the claim for reimbursement, claim based on individual student eligibility. Train the afterschool snack staff on the point-of-service meal counting requirements. Send WDE a copy of the counting documentation that the school plans on using. Indicate the training the FSD will provide to the afterschool staff so that accurate counts are completed and claimed
1700 - Afterschool Snack	The afterschool snack staff is counting students for reimbursement if they only take milk for snack. The staff was unaware that the students had to take two components for snack in order to claim them for reimbursement.	Review the afterschool care program manual for what is required for a reimbursable snack. Train afterschool program employees how to identify a reimbursable snack and proper counting/claiming procedures. Since the counts for afterschool snack on the day of review were inaccurate, snacks cannot be claimed for the day of review (1/11). The school can continue to use the existing production records but can only count the students who take the two planned food groups. State to the WDE the school's plan for training staff on reimbursable snacks. Send the WDE documentation of the training and the afterschool program counting and claiming documentation for the month of February.
1700 - Afterschool Snack	There is not a planned menu or production records for snack. After snack is completed, the staff writes down what was served. No serving sizes are indicated. Additionally, snacks were being claimed when students only took a milk. Afterschool	Plan at least a 2-week snack menu indicating serving sizes. Train afterschool snack how to complete these records and that the students must take both items offered for snack in order for the school to claim the snack for reimbursement. Send WDE the planned 2-week snack menu with serving sizes for review and approval. Indicate



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	snack staff were not trained that they had to require students to take 2 components in order for them to claim the snack.	the training the afterschool snack staff will receive so that only reimbursable snacks will be claimed.
1700 - Afterschool Snack	Non-reimbursable breakfasts were being counted and claimed. As observed on the day of review, the breakfast staff was counting students who only took one or two food components. This was corrected by the SA on the day of review so only three students were counted as taking a reimbursable breakfast. Since non-reimbursable breakfasts were being claimed during the month of review, the counts cannot be compared. Additionally, the school was not claiming students based on their free or reduced eligibility. The school was claiming all students as paid.	Review the requirements of the school breakfast program. Train staff on the required components and how to recognize and count reimbursable breakfasts. WDE recommends that the counting and claiming documentation be revised so it is easier for staff to count students who take a reimbursable breakfast. Send WDE a copy of the counting and claiming documentation that the school will use to more accurately count students who take a reimbursable breakfast. Send WDE documentation of training provided to staff on the requirements of the school breakfast program. Begin claiming students based on their eligibility as determined on their application or direct certification status.
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	The production records for breakfast do not indicate the serving sizes offered to students. Additionally, there are some days during the month of review where the required number of components was not offered. According to the production records, fruit was not offered	Begin using production records that contain the required information. For example, use the production records that the school uses for lunch. Since the school receives the breakfast foods from the school district, coordinate the record-keeping for breakfast so that the school can have complete and accurate production records, component worksheets, and nutrient specifications. Obtain breakfast production records, component worksheets, and nutrient analyses from the school district. Send WDE a copy of these documents for the month of February.
900 - SFA On Site Monitoring	On-site monitoring of both breakfast and lunch was completed. However, the required section, Meal Counting and Claiming, was not complete. Number of Students Approved By Category and Today's Meal Counts by Category must be completed for the day of the on-site review	Re-do the Meal Counting and Claiming section of the on-site monitoring form for both breakfast and lunch so that the Number of Students Approved/Meal Count by Category section is completed. Please complete this by February 1st. Send WDE a copy of the complete on-site monitoring form for review and approval.