



NSLP Administrative Review Summary 2016-2017

Sheridan CSD #1

Date of Administrative Review: 10/4/2016

Date Review Closed: 12/5/2016

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 staff at the elementary school are very passionate about providing students healthy meals at breakfast, lunch, and through the fresh fruit and vegetable program.
- The students definitely benefit from all of the meals offered during the school day.
- The meals at the elementary school look appealing and it is obvious the students enjoy their meals.
- Keep up the great work providing a healthy and colorful salad bar for all students. Most students filled their trays with multiple servings of fruits and vegetables from the salad bar.

Sponsor-Level Findings:

Area	Finding Description	Required Corrective Action
Procurement	Procurement policy does not include updated clauses and requirements. Update the district's food service procurement policy to include the	Procurement policy does not include updated clauses and requirements. Update the district's food service procurement policy to include the required clauses and requirements. Use WDE's procurement policy template



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	<p>required clauses and requirements. Use WDE's procurement policy template for guidance. Send WDE a copy of the updated procurement policy for approval.</p>	<p>for guidance. Send WDE a copy of the updated procurement policy for approval.</p>
<p>1200 - Professional Standards</p>	<p>Professional standard training hours are not being tracked for NSLP food service employees. Begin tracking training hours for NSLP food service employees to ensure the correct number of training hours are being completed annually. Provide the WDE with an example of the tracking tool the school intends to use to track training hours.</p>	<p>Professional standard training hours are not being tracked for NSLP food service employees. Begin tracking training hours for NSLP food service employees to ensure the correct number of training hours are being completed annually. Provide the WDE with an example of the tracking tool the school intends to use to track training hours.</p>
<p>200 - Verification</p>	<p>There is no documentation that a confirmation review took place. Each application selected for verification must be reviewed by a confirming official to ensure that the initial determination was correct before sending the notification to households. Designate a confirming official to review applications selected for verification. The confirming official should sign and date the application after confirming the determination was correct. State in the corrective action response who the confirming official is for the school. For the 16-17 verification process, state how the school is going to ensure that the confirmation review is conducted.</p>	<p>There is no documentation that a confirmation review took place. Each application selected for verification must be reviewed by a confirming official to ensure that the initial determination was correct before sending the notification to households. Designate a confirming official to review applications selected for verification. The confirming official should sign and date the application after confirming the determination was correct. State in the corrective action response who the confirming official is for the school. For the 16-17 verification process, state how the school is going to ensure that the confirmation review is conducted.</p>
<p>700 - Resource Management</p>	<p>The SFA is missing the May 2016 revenue from FFVP of \$3,017.60. The district has understated their revenues by that amount and posted only \$9,682.40. The SFA is not posting and tracking the USDA revenues correctly. 7 CFR 210.19 (2) Assurance of compliance for finances. Each State agency shall ensure that school food authorities comply with the requirements to account for all revenues and expenditures of their nonprofit school food service. School</p>	<p>The SFA is missing the May 2016 revenue from FFVP of \$3,017.60. The district has understated their revenues by that amount and posted only \$9,682.40. The SFA is not posting and tracking the USDA revenues correctly. 7 CFR 210.19 (2) Assurance of compliance for finances. Each State agency shall ensure that school food authorities comply with the requirements to account for all revenues and expenditures of their nonprofit school food service. School food authorities shall meet the requirements for the allowability of nonprofit school food service expenditures in accordance with this part and, as applicable, 7 CFR part 3015. (The super circular now is the new 3015) Accurately account for all food service</p>



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	<p>food authorities shall meet the requirements for the allowability of nonprofit school food service expenditures in accordance with this part and, as applicable, 7 CFR part 3015. (The super circular now is the new 3015) Accurately account for all food service expenses and revenues for all program (NSLP, SBP, and FFVP). State to WDE the processes that will be implemented to ensure that this is being done.</p>	<p>expenses and revenues for all program (NSLP, SBP, and FFVP). State to WDE the processes that will be implemented to ensure that this is being done.</p>
<p>700 - Resource Management</p>	<p>The SFA did have a separate account for the federal food service fund (50) and non-federal food service fund (52). However, purchases that were intended to be coded to the nonfederal food service fund were charged to the federal food service fund. This occurred for Craig Distributing, Pepsi, and Diamond Products. Additionally, uniforms are unallowable purchases with federal food service funds. Per regulation: 7 CFR 210.14(c) Financial assurances. The school food authority shall meet the requirements of the State agency for compliance with § 210.19(a) including any separation of records of nonprofit school food service from records of any other food service which may be operated by the school food authority as provided in paragraph (a) of this section. 7 CFR 210.14(a) Nonprofit school food service. School food authorities shall maintain a nonprofit school food service. Revenues received by the nonprofit school food service are to be used only for the operation or improvement of such food service. 7 CFR 210.19 (2) Assurance of compliance for finances. Each State agency shall ensure that school food authorities comply with the requirements to account for all revenues and expenditures of their</p>	<p>The SFA did have a separate account for the federal food service fund (50) and non-federal food service fund (52). However, purchases that were intended to be coded to the nonfederal food service fund were charged to the federal food service fund. This occurred for Craig Distributing, Pepsi, and Diamond Products. Additionally, uniforms are unallowable purchases with federal food service funds. Per regulation: 7 CFR 210.14(c) Financial assurances. The school food authority shall meet the requirements of the State agency for compliance with § 210.19(a) including any separation of records of nonprofit school food service from records of any other Create an accounting system to make sure that federal funds are not paying for unallowable expenses. There needs to be a checks & balances to catch these errors in the future. State to the WDE how the SFA will ensure unallowable purchases will not be paid for with federal funds Provide WDE with records that reflect either journal entries or payback to the federal non-profit food service account for all unallowable purchases found.</p>



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	nonprofit school food service. School food authorities shall meet the requirements for the allowability of nonprofit school food service expenditures in accordance with this part and, as applicable, 7 CFR part 3015. (The super circular now is the new 3015)	

Site-Level Findings: Tongue River Elementary

Area	Finding Description	Required Corrective Action
1400 - Food Safety	The most current food safety inspection needs to be posted in a visible location in the serving area at each meal. Post the most recent food safety inspection in a visible location in the lunch room. State where the report will be posted and how the school will ensure that the inspection report remains in a visible location.	The most current food safety inspection needs to be posted in a visible location in the serving area at each meal. Post the most recent food safety inspection in a visible location in the lunch room. State where the report will be posted and how the school will ensure that the inspection report remains in a visible location.
300 - Meal Counting and Claiming - Breakfast	Breakfast is set up as a grab n' go system. Students who take food (reimbursable or not) are recorded on a piece of paper to be entered into the computer later. Not all students who took food were recorded. Additionally, many students who were recorded as eating breakfast have a reimbursable meal The school must develop a system where students are counted and claimed correctly at breakfast. The employee at the end of the line must remain at the end of the line to accurately record all students. WDE recommends that the grab n' go line be moved or the POS be moved to the end of the line so all students are counted correctly. Additionally, WDE recommends possibly adding another teacher/employee at breakfast to ensure students are taking a reimbursable breakfast.	Breakfast is set up as a grab n' go system. Students who take food (reimbursable or not) are recorded on a piece of paper to be entered into the computer later. Not all students who took food were recorded. Additionally, many students who were recorded as eating breakfast have a reimbursable meal The school must develop a system where students are counted and claimed correctly at breakfast. The employee at the end of the line must remain at the end of the line to accurately record all students. WDE recommends that the grab n' go line be moved or the POS be moved to the end of the line so all students are counted correctly. Additionally, WDE recommends possibly adding another teacher/employee at breakfast to ensure students are taking a reimbursable breakfast.
400 - Meal Components	A total of 19 students were observed taking a non-reimbursable meal. However, not all of these meals were	A total of 19 students were observed taking a non-reimbursable meal. However, not all of these meals were recorded by the POS as she was not always at the end of



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<p>and Quantities - Breakfast</p>	<p>recorded by the POS as she was not always at the end of the grab n' go line. Many students went to the bar and took only one item without being counted. TA was provided to the individual recording meals regarding what constitutes a reimbursable meal. Meals are recorded on a piece of paper then entered into the computer after the meal. The district stated that breakfasts for the day of review (10/4) will not be claimed since there is not documentation how many students took a reimbursable meal. Please provide documentation that no breakfasts were claimed this day Re-train all POS staff on the components of a reimbursable breakfast. Provide WDE documentation of training. The POS should remain at the end of the grab n' go line to ensure all students are taking a reimbursable meal. If the students do not take a reimbursable meal, they should be counted but not claimed for reimbursement. WDE recommends that all students be encouraged to take at least the minimum of three food items with at least one component 1/2 cup fruit/vegetable. Not only will all students' meals be reimbursed but they will be receiving a well-balanced meal. Inform WDE how the school will ensure all students are taking a reimbursable meal and only claiming the students that take a reimbursable meal. The district stated that breakfasts for the day of review (10/4) will not be claimed since there is not documentation how many students took a reimbursable meal. Please provide documentation that no breakfasts were claimed this day</p>	<p>the grab n' go line. Many students went to the bar and took only one item without being counted. TA was provided to the individual recording meals regarding what constitutes a reimbursable meal. Meals are recorded on a piece of paper then entered into the computer after the meal. The district stated that breakfasts for the day of review (10/4) will not be claimed since there is not documentation how many students took a reimbursable meal. Please provide documentation that no breakfasts were claimed this day Re-train all POS staff on the components of a reimbursable breakfast. Provide WDE documentation of training. The POS should remain at the end of the grab n' go line to ensure all students are taking a reimbursable meal. If the students do not take a reimbursable meal, they should be counted but not claimed for reimbursement. WDE recommends that all students be encouraged to take at least the minimum of three food items with at least one component 1/2 cup fruit/vegetable. Not only will all students' meals be reimbursed but they will be receiving a well-balanced meal. Inform WDE how the school will ensure all students are taking a reimbursable meal and only claiming the students that take a reimbursable meal. The district stated that breakfasts for the day of review (10/4) will not be claimed since there is not documentation how many students took a reimbursable meal. Please provide documentation that no breakfasts were claimed this day</p>
<p>400 - Meal Components</p>	<p>Minimum grain requirement not being met week 6 (week of review). Minimum grain not being met for day</p>	<p>Minimum grain requirement not being met week 6 (week of review). Minimum grain not being met for day 2, week 4. Beans/peas requirement not being met for week 3.</p>



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<p>and Quantities - Lunch</p>	<p>2, week 4. Beans/peas requirement not being met for week 3. Minimum grain not being met for day 2, week 3. Minimum grain not being met for day 2, week 2. Adjust the menu so the minimum amounts of components are met for each week in the menu. Send WDE the updated menu for the month of November (if not using a cycle menu) with the component requirements and nutrient analysis. If using a cycle menu, send WDE the cycle menu, component worksheets, and nutrient analysis.</p>	<p>Minimum grain not being met for day 2, week 3. Minimum grain not being met for day 2, week 2. Adjust the menu so the minimum amounts of components are met for each week in the menu. Send WDE the updated menu for the month of November (if not using a cycle menu) with the component requirements and nutrient analysis. If using a cycle menu, send WDE the cycle menu, component worksheets, and nutrient analysis.</p>
<p>500 - Offer versus Serve</p>	<p>The individual recording meals at breakfast was counting every student that took something from the breakfast bar as reimbursable. A total of 19 students were observed taking a non-reimbursable breakfast. The employee was reminded of the components of a reimbursable breakfast and only the students taking 3 items (one a fruit/vegetable) should be counted as a reimbursable meal and the students only taking 1-2 items should be counted as a reimbursable meal At lunch, the school is operating a serve-style service rather than OVS. All students were given all meal components prior to leaving the lunch line. The salad bar was after the POS and were in addition to the items served on the line. Breakfast: The school can offer the same items at breakfast but needs to ensure that students are taking a reimbursable breakfast. Inform the WDE the plan for ensuring students are taking the required components from the items offered on the breakfast bar. Train staff on the requirements for a reimbursable meal at breakfast. Lunch: Inform WDE if lunch service will be serve or offer vs. serve. If implementing OVS, re-train the food service staff and POS</p>	<p>The individual recording meals at breakfast was counting every student that took something from the breakfast bar as reimbursable. A total of 19 students were observed taking a non-reimbursable breakfast. The employee was reminded of the components of a reimbursable breakfast and only the students taking 3 items (one a fruit/vegetable) should be counted as a reimbursable meal and the students only taking 1-2 items should be counted as a reimbursable meal At lunch, the school is operating a serve-style service rather than OVS. All students were given all meal components prior to leaving the lunch line. The salad bar was after the POS and were in addition to the items served on the line. Breakfast: The school can offer the same items at breakfast but needs to ensure that students are taking a reimbursable breakfast. Inform the WDE the plan for ensuring students are taking the required components from the items offered on the breakfast bar. Train staff on the requirements for a reimbursable meal at breakfast. Lunch: Inform WDE if lunch service will be serve or offer vs. serve. If implementing OVS, re-train the food service staff and POS staff on what the students need to take to make up a reimbursable meal. WDE recommends that the salad bar be placed in the serving line rather than after the POS. Inform the WDE the school's plan for ensuring students take a reimbursable meal at both breakfast and lunch.</p>



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	<p>staff on what the students need to take to make up a reimbursable meal. WDE recommends that the salad bar be placed in the serving line rather than after the POS. Inform the WDE the school's plan for ensuring students take a reimbursable meal at both breakfast and lunch.</p>	