



NSLP Administrative Review Summary 2016-2017

Youth Crisis Center

Date of Administrative Review: 11/2/2016

Date Review Closed: 2/7/2017

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 facility does a great job of serving healthy meals to students. It is obvious that the staff cares about the students and ensures they receive 3-meals a day plus a snack.
- Thank you for providing me with all of the required documents for the review. It helped me conduct the review efficiently.

Sponsor-Level Findings:

Area	Finding Description	Required Corrective Action
Procurement	The SFA does not have a procurement policy for food service. Develop a procurement policy for food service that includes the required clauses and requirements. Send WDE the policy for approval	The SFA does not have a procurement policy for food service. Develop a procurement policy for food service that includes the required clauses and requirements. Send WDE the policy for approval



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Area	Finding Description	Required Corrective Action
1200 - Professional Standards	There is no documentation that the food service director and other staff with duties related to NSLP completed Professional Standards annual training requirements. Begin tracking NSLP training hours for the FSD and other staff with duties related to NSLP. Use the WDE training tracker tool to track all trainings and to ensure annual training requirements are being met. Send WDE a copy of the training tracker that the facility will use for tracking employee training hours for review and approval.	There is no documentation that the food service director and other staff with duties related to NSLP completed Professional Standards annual training requirements. Begin tracking NSLP training hours for the FSD and other staff with duties related to NSLP. Use the WDE training tracker tool to track all trainings and to ensure annual training requirements are being met. Send WDE a copy of the training tracker that the facility will use for tracking employee training hours for review and approval.
1400 - Food Safety	The site does not have a food safety/HACCP (Hazard Analysis and Critical Control Points) plan. All sites operating NSLP must have a written food safety plan onsite. All food service employees must be familiar with the food safety plan. The plan must be reviewed and updated as needed annually. Adopt a HACCP (Hazard Analysis and Critical Control Point) policy for the facility. A copy of this plan must be at each serving and prep site. Ensure employees are aware of the plan and understand the contents. The HACCP plan should be reviewed at least annually and updated as needed. Send WDE a copy of the HACCP plan that the facility will adopt. State how and when the policy will be reviewed and updated and how and when employees will be trained on the plan.	The site does not have a food safety/HACCP (Hazard Analysis and Critical Control Points) plan. All sites operating NSLP must have a written food safety plan onsite. All food service employees must be familiar with the food safety plan. The plan must be reviewed and updated as needed annually. Adopt a HACCP (Hazard Analysis and Critical Control Point) policy for the facility. A copy of this plan must be at each serving and prep site. Ensure employees are aware of the plan and understand the contents. The HACCP plan should be reviewed at least annually and updated as needed. Send WDE a copy of the HACCP plan that the facility will adopt. State how and when the policy will be reviewed and updated and how and when employees will be trained on the plan.
700 - Resource Management	The SFA does not have a separate financial account for the non-profit food service. All expenses and revenues go through the general account. Therefore, the SA is unable to determine if the program is operating a nonprofit food service and if purchases are allowable. Per regulation: 7 CFR 210.14(c) Financial	The SFA does not have a separate financial account for the non-profit food service. All expenses and revenues go through the general account. Therefore, the SA is unable to determine if the program is operating a nonprofit food service and if purchases are allowable. 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



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Area	Finding Description	Required Corrective Action
	<p>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 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) Begin accounting for federal food service expenses and revenues in a separate account from general funds. State the SFAs plan for complying with regulation regarding the maintenance of the non-profit food service account. Provide WDE with 3-months (November, December, January) of accounting verifying that the federal program expenses and revenues are separate and the</p>	<p>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 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) Begin accounting for federal food service expenses and revenues in a separate account from general funds. State the SFAs plan for complying with regulation regarding the maintenance of the non-profit food service account. Provide WDE with 3-months (November, December, January) of accounting verifying that the federal program expenses and revenues are separate and the</p>
700 - Resource Management	<p>The SFA does not separate federal food service funds from general funds so the SFA and SA is unable to determine the program's nonprofit status. Create a separate account for</p>	<p>The SFA does not separate federal food service funds from general funds so the SFA and SA is unable to determine the program's nonprofit status. Create a separate account for the federal food service fund to track expenses, revenues, and verify non-profit status. In</p>

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Area	Finding Description	Required Corrective Action
	the federal food service fund to track expenses, revenues, and verify non-profit status. In addition to sending WDE documentation of the separate account, state how and when the SFA will monitor the account to determine non-profit status	addition to sending WDE documentation of the separate account, state how and when the SFA will monitor the account to determine non-profit status
700 - Resource Management	The SFA does not have a separate account for the federal food service account. Create an accounting system where federal funds are separate from general funds. Ensure that federal funds are not paying for unallowable expenses. State to the WDE how the SFA will ensure unallowable purchases will not be paid for with federal funds. Provide WDE with three months of accounting to demonstrate the use of a separate accounting fund or code for the federal food service fund (Dec, Jan, and Feb)	The SFA does not have a separate account for the federal food service account. Create an accounting system where federal funds are separate from general funds. Ensure that federal funds are not paying for unallowable expenses. State to the WDE how the SFA will ensure unallowable purchases will not be paid for with federal funds. Provide WDE with three months of accounting to demonstrate the use of a separate accounting fund or code for the federal food service fund (Dec, Jan, and Feb)

Site-Level Findings: Youth Crisis Center Inc.

Area	Finding Description	Required Corrective Action
1400 - Food Safety	The most recent health inspection is not posted in the serving area. Post the most recent food safety inspection in the serving area where it is visible to the public. In your response state where the inspection will be posted and how they will ensure two food safety inspections will be completed annually.	The most recent health inspection is not posted in the serving area. Post the most recent food safety inspection in the serving area where it is visible to the public. In your response state where the inspection will be posted and how they will ensure two food safety inspections will be completed annually.
1700 - Afterschool Snack	All grains served in the National School Lunch Program must be whole grain-rich. The ChexMix (Gardetto's) served for snack is not whole grain-rich. Obtain whole grain-rich products to serve at snack. Send WDE a copy of the planned snack menu that includes all items served to students for December and the food labels for grain products.	All grains served in the National School Lunch Program must be whole grain-rich. The ChexMix (Gardetto's) served for snack is not whole grain-rich. Obtain whole grain-rich products to serve at snack. Send WDE a copy of the planned snack menu that includes all items served to students for December and the food labels for grain products.

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1700 - Afterschool Snack	There is no documentation that snack is being monitored for compliance. Begin monitoring snack service at least twice per year with the first review within 4 weeks of the first snack service. Send WDE a copy of the completed monitoring form for snack for review and approval. State how the site will ensure that snack service is completed according to timelines.	There is no documentation that snack is being monitored for compliance. Begin monitoring snack service at least twice per year with the first review within 4 weeks of the first snack service. Send WDE a copy of the completed monitoring form for snack for review and approval. State how the site will ensure that snack service is completed according to timelines.
400 - Meal Components and Quantities - Breakfast	Some of the cereals in the pantry are not whole grain-rich. The cereals that are not whole grain-rich include the Cinnamon Toast Crunch and Fruit Loops. All grains served in NSLP must be whole grain-rich. This means that at least 51% of the grains must be whole grain and the remaining grains must be enriched. Whole grain-rich products have the word whole grain, whole corn, whole wheat; etc. as the first ingredient. Send WDE a copy of the cycle menu, component worksheets, and simplified nutrient analysis with a copy of the grain food labels served. WDE will verify that component requirements are being met including the whole grain requirements.	Some of the cereals in the pantry are not whole grain-rich. The cereals that are not whole grain-rich include the Cinnamon Toast Crunch and Fruit Loops. All grains served in NSLP must be whole grain-rich. This means that at least 51% of the grains must be whole grain and the remaining grains must be enriched. Whole grain-rich products have the word whole grain, whole corn, whole wheat; etc. as the first ingredient. Send WDE a copy of the cycle menu, component worksheets, and simplified nutrient analysis with a copy of the grain food labels served. WDE will verify that component requirements are being met including the whole grain requirements.
400 - Meal Components and Quantities - Lunch	It is unclear whether the component requirements are being met for each meal as the production records do not indicate the vegetable sub-groups, whole grains, oz. eq for grains or M/MA. Complete the component worksheets and nutrient analysis for the 2 week breakfast and lunch cycle menus. Send WDE the completed sheets and any food labels/recipes as applicable. See below for the link to the component worksheets. Additional resources are attached regarding meal pattern requirements.	It is unclear whether the component requirements are being met for each meal as the production records do not indicate the vegetable sub-groups, whole grains, oz. eq for grains or M/MA. Complete the component worksheets and nutrient analysis for the 2 week breakfast and lunch cycle menus. Send WDE the completed sheets and any food labels/recipes as applicable. See below for the link to the component worksheets. Additional resources are attached regarding meal pattern requirements.