



NSLP Administrative Review Summary 2017-2018

Sheridan CSD #2

Date of Administrative Review: 10/16/17

Date Review Closed: 11/29/17

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

Great Job of the Benefit Issuance system. 290 applications reviewed and there were no errors of determination. Great Job Devon!

It is very obvious that Cathy cares deeply about this program and ultimately about the staff that cooks and serves the food and the students. Her professionalism and genuine caring are a great asset. Your district is very lucky to her representing Sheridan 2.



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It is great to see so many of the teachers and other staff at Coffeen Elementary jumping in to help with lunch. It's great to see a staff that is willing to help out where needed.

The kids at Sagebrush Elementary were really enjoying their meal. They talked very positively about the food that they get at school. One kindergarten girl could not think of one meal she did not like. The staff was very positive with the students and the area was decorated to make the cafeteria very inviting.

Review Findings

Sponsor-Level Findings

Area	Finding Description	Required Corrective Action
200 – Verification	It is required to give 10 days' notice to households when decreasing students' meal eligibility (free to reduced or free/reduced to paid). Ten days were not given before student meal benefits were decreased.	It is required to give 10 days' notice when decreasing the benefit that is issued to a family. Ten days were not given before benefits for the students were decreased. Example: It is determined on 10/29 that there is a decrease in benefits from free to paid. The letter is sent to the family on 11/03. The letter would state that as of 11/13 the students' status would be changed from free to paid. Develop a written system to ensure that in the future, that from the date that the letter is sent to the family, 10 days will be given before the reduced benefit will go into effect. Upload the SFA's written policy to ensure appropriate notice is given to households when meal eligibility benefits are decreased.
800 – Civil Rights	The complaint procedure does not meet USDA FNS requirements. The complaint must be accepted in any form (verbal, written, anonymously, etc.). The complaint must also be forwarded to WDE and/or USDA.	Update the district civil rights complaint policy to meet FNS requirements. The complaint must be accepted in any form (verbal, written, anonymously, etc.). The complaint must also be forwarded to WDE and/or USDA. Update your Civil Rights Complaint Procedure to include the above information. Complaint Procedure templates are included in the review attachments. Submit an updated procedure to the Department of Education as corrective action.
Procurement	The procurement policy in place during the 16-17 school year did not have a micropurchase threshold. Therefore, all purchases should have been done	Current procurement policy for school year 17-18 has been updated to include the appropriate micropurchase, small, and formal purchase thresholds. Ensure all purchases made with



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Area	Finding Description	Required Corrective Action
	competitively. However, the SFA did not have documentation showing that price comparisons were done on items purchased for food service. A contract was in place for Sysco through the co-op but there was no contract in place for purchases made with FSA.	federal funds for NSLP follow the procedures outlined in the policy and WDE Procurement Handbook. Maintain appropriate documentation demonstrating competitive purchasing for small and formal purchases (WDE recommends competitive purchasing for micropurchases as well). State to the WDE how the SFA will comply with the requirements for micro-, small, and formal purchases.

Site-Level Findings: Coffeen Elementary

Area	Finding Description	Required Corrective Action
400 – Meal Components and Quantities	There is no signage explaining what a reimbursable breakfast is and that students must take 1/2 cup of fruit/vegetable.	There is a very good sign posted explaining a reimbursable lunch. Obtain another sign for breakfast and post it during breakfast. Send WDE an example of the sign that will be posted or a picture of the sign that will be used.

Site-Level Findings: Sagebrush Elementary

Area	Finding Description	Required Corrective Action
900 – Onsite Monitoring	The POS is at the beginning of the serving line due to electricity availability. There is a person that monitors the trays to determine if the meal is reimbursable after the health bar. This person is doing many other tasks and is positioned where students can leave the health bar area without their tray being monitored. There is not a person that is solely monitoring trays to determine if the meal is reimbursable available during the lunch service time.	Develop a plan for a staff member to monitor the trays after the health bar to determine if each meal is reimbursable. Send a short description of the plan and a picture or a lay out of where the person will be positioned. The ropes are a great start to developing this system.