# **Holy Name Catholic School**

Date of Administrative Review: 10/19/17

Date Review Closed: 12/18/17

# Child Nutrition Program Participation:

[ ] School Breakfast Program (SBP)

[x] 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

[x] N/A

# Areas of Review

[x] Program Access and Reimbursement

 (Certification and Benefit Issuance, Verification, Meal Counting and Claiming)

[x] Meal Patterns and Nutritional Quality

 (Meal Component and Quantities, Offer vs. Serve, Dietary Specifications, Nutrient Analysis)

[x] 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

It is obvious that the staff at Holy Name really cares about the kids. They were all really enjoying their lunches.

# Review Findings

**Sponsor-Level Findings: Holy Name School**

| **Area** | **Finding Description** | **Required Corrective Action** |
| --- | --- | --- |
| Procurement | The school's food service procurement policy needs to be updated to meet USDA requirements. | Update the school's procurement policy to meet requirements by USDA for federal funds. For example, the current policy does not contain a micropurchase threshold, the Buy American clause needs to be updated, and the women's and minority business clause needs to be added. Send/upload the updated policy to the finding for WDE approval. Once the policy is approved, use the procurement policy when making purchasing for food service. |
| Procurement | There is not a micropurchase threshold in Holy Name's current procurement policy so all purchases below $150,000 should have been competitive. Before making all purchases below the formal purchase threshold, at least 2 quotes should have been obtained to ensure competition and that the best price for the product needed was obtained. | Update the procurement policy to include a micropurchase threshold of at least $3500. Ensure all purchases made above the micropurchase threshold are competitive and at least 2 quotes are obtained. Send WDE the updated procurement policy. Review the WDE procurement handbook and state how Holy Name will ensure all regulations are met when making purchases for NSLP. |
| 100-Certification and Benefit Issuance | There are 5 students that currently do not have free and reduced income applications on file at the school. There is documentation of income level and household size on documentation used to determine scholarship eligibility. These students without free and reduced price applications need to be claimed as paid until the applications are received. | Submit the income applications for the five students listed in the finding Special Instructions to the Wyoming Department of Education. Submit a written procedure or checklist that will be used in the future to ensure that students will not be determined free or reduced until a signed income application is received by the parent or guardian. |
| 100-Certification and Benefit Issuance | The income forms were not signed and dated by the determining official after the determination was made. | Review each income application and have the determining official sign and date each form based on the income listed on the forms. State how the SFA will ensure all applications are signed and dated. |
| 1000-Wellness Policy | The Wellness Policy meets the minimum requirements of the written policy but the wellness committee has not met since the policy was developed in 2014. It is required that the wellness policy is reviewed and updated as needed every three years (WDE recommends annually). We also recommend that the wellness policy be updated to include more specific and measurable goals. | Develop a written procedure to include with the Wellness Policy of how the committee will meet on a regular basis to evaluate the measurable goals. Send the Wellness Committee meeting minutes of the first meeting to the Wyoming Department of Education as part of the corrective action. Update the wellness policy to include measurable goals with this corrective action. |
| 300-Meal Counting and Claiming | The SFA does not have an unpaid meal charge policy. | The SFA will need to create an unpaid meal charge policy, outlining what steps will be taken if the lunch bill is not paid. Submit/upload the unpaid meal charge policy to the review for WDE's approval. |
| 800-Civil Rights | There is not a Civil Rights complaint procedure in place. | Develop civil rights grievance procedures and submit to WDE for approval. |
| 800-Civil Rights  | The non-discrimination statement used in the parent handbook is not the most recent statement. | Update the parent handbook with the correct version of the non-discrimination statement. I would also suggest moving it to the section of the handbook that discusses rules of the cafeteria, since that statement is directly related to food programs and not a general non-discrimination statement. Send/upload the revised parent handbook that contains the most recent non-discrimination statement. |

**Site-Level Findings: Holy Name School**

| **Area** | **Finding Description** | **Required Corrective Action** |
| --- | --- | --- |
| 1400-Food Safety | The most recent health/food safety inspection is not posted in the cafeteria, it is in the kitchen. | Health/food safety inspections must be posted in a public area, where there is no restricted access and it is visible to the public. State where the inspection report will be posted in the cafeteria to meet this requirement. |
| 400-Meal Components and Quantities (lunch) | There are issues with the week of review and month of review menus that need to be corrected in order to be in compliance with meal pattern daily and weekly requirements: **Week of review (October 16):**- The school is crediting peas in the bean/legume vegetable subgroup. Therefore, the weekly legume requirement is not being met. - The vegetables in the taco soup are not being credited correctly.- Milk is not listed on the written production records. - The fruit being offered on the 16th is not correctly reflected on the component worksheet (serving 1 cup according to the production record, component worksheet only says 1/2 cup). **Month of Review (September):** - Peas are being credited as a bean/legume (9/1, 9/6, 9/8, 9/19, 9/29); therefore, weekly legume requirement not being met these weeks. - Fruit indicated on production record not included in component worksheet (8/30, 9/1, 9/13). Written production records indicate 1 cup of fruit was served when NutriKids component worksheet/nutrient analysis indicates only 1/2 cup served. - Milk not written on production records (though included in the NutriKids production record and component worksheets). | Review the vegetable sub-groups and weekly requirements. Update the menu, component worksheet, production records and nutrient analysis to correctly identify and credit the vegetable-subgroups and fruit amounts. On the production records, include the milk served at meals. Send WDE the updated menu, component worksheets, planned production records, and nutrient analyses for the month of December (or one menu cycle) for review and approval. |