



NSLP Administrative Review Summary 2017-2018

Meadowlark Academy

Date of Initial Technical Assistance Review: 12/6/17

Date Review Closed: 12/28/17

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)



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Review Findings

Sponsor-Level Findings:

Area	Finding Description	Required Corrective Action
Procurement	The procurement policy needs to be updated to accurately reflect the purchasing processes of the school within the USDA requirements. The policy currently references the template and is not specific to the school's practices.	Update the procurement policy to remove all references to the template. Use the procurement handbook for reference when making any food service purchases. Send WDE the updated procurement policy.
100-Certification and Benefit Issuance	The school must keep documentation that all students are residential and are eligible for free meals.	<p>In order to properly document the eligibility of institutionalized children, an RCCI may use one of the following methods:</p> <p>A. The Statement of Facts - The simplest method of documenting children's eligibility is to have a signed Statement of Facts on file at the RCCI. This is a written statement outlining the general policy or condition within the RCCI which would cause all its institutionalized children (not including day students) to be eligible for free benefits. The following are some acceptable examples of what would qualify as Statement of Facts: Example 1: "All our children are wards of the court. They are not permitted to earn, receive or retain any money while in our custody." Example 2: "Our students are permitted to hold part-time jobs (up to 16 hours per week). The maximum earnings we have seen have been \$83.00 per week. We also permit students to get up to \$5.00 per week from home, but require any money received or earned to be turned in to our 'bank' and to be drawn out only with permission".</p> <p>B. Eligibility Roster - If an RCCI does not have a predetermined policy which dictates the allowable income to children, then it may wish to record eligibility determinations, by child, on a list. A sample eligibility roster is included in the attachments. It must contain the following information: child's name; date of eligibility determination; category of eligibility; and approving official's signature/initials. Attach the documentation the school will use to document the meal eligibility of students.</p>
1200-Professional Standards	NSLP staff training for professional standards requirements is not being documented with the correct information.	Begin tracking NSLP staff training with the required information. See the WDE or USDA template for reference. For example, the training



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Area	Finding Description	Required Corrective Action
		document must include the employees' name, PT/FT status, name of training, date of training, category where the training fits, number of training hours and total number of training hours achieved. Complete the training tracker for NSLP employees with the training information that has been achieved so far. Send WDE a copy of the training tracker the school will use for professional standards training requirements.
1400-Food Safety	A hard copy of the HACCP/food safety plan is not accessible in the kitchen.	A printed, hard copy of the HACCP/food safety plan must be easily accessible to food service employees. All employees must be trained on the contents of the HACCP plan annually. Send WDE a copy of the HACCP plan that will be available in the kitchen.

Site-Level Findings: Meadowlark Academy

Area	Finding Description	Required Corrective Action
1400-Food Safety	A hard copy of the HACCP/food safety plan is not printed. Print the HACCP plan so it is readily accessible to food service employees.	Print a copy of the HACCP plan and have available in the kitchen for all food service employees. Send WDE a copy of the HACCP/food safety plan that the school will have onsite.
1400-Food Safety	The most recent food safety inspection is in the kitchen, not posted in the serving area where it is visible to the public.	It is required that the most recent food safety inspection be posted in the serving area. Move the food safety inspection to the serving area where it is visible to the public. State where the food safety inspection will be posted.
1400-Food Safety	Schools participating in the federal school meal programs are required to purchase domestic commodities and products for school meals to the maximum extent practicable. The "Buy American" requirement (7 CFR Part 210.21(d)) specifies that the SFA should purchase domestically produced food and food products. Domestic commodity or product means an agricultural commodity that is produced in the US and a food product that is processed in the US substantially (at least 51 percent) using agricultural commodities that are produced in the US. ALL products that are normally purchased as non-domestic and proposed as part of a	Inform vendors of the Buy American requirement. Begin documenting products that do not meet the Buy American requirement. Send WDE an example of how the school will document items that do not meet the Buy American requirement.



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Area	Finding Description	Required Corrective Action
	solicitation must be identified with the country of origin.	
1700-Afterschool Snack	Count of snacks for the month of review according to daily count sheet is 477 students. However, 483 students were claimed for snack.	Review the snack counts for the month of October to properly claim the number of students. Update the month of October claim. Review the November claim before claiming to ensure claim is correct.
1700-Afterschool Snack	Production records are not kept for afterschool snack.	Begin keeping production records for afterschool snack. Ensure that the snack is meeting meal pattern requirements and that the serving size is identified. Send the WDE the planned snack production record for the month of January.
1700-Afterschool Snack	The snack service needs to be monitored within the first four weeks of operation and at another time during the school year.	Monitor the snack service within the next 30 days using the monitoring form included in the ASCP manual. Send a copy of the completed monitoring form to WDE. State when the second monitoring will take place.
1700-Afterschool Snack	The "And Justice For All" poster is not posted in the snack service area.	Post the civil rights poster in the snack service area where it is visible to the public. State the individual who will be in charge of ensuring this is done.
300-Meal Counting and Claiming (Breakfast)	The point-of-service (POS) must be at the end of the service line. This ensures that only reimbursable meals are claimed. Currently, students check themselves off of a list prior to getting their meal.	Move the POS to the end of the service line for breakfast and lunch. WDE recommends that other school staff be trained how to recognize a reimbursable meal so they can check off students at the end of the line if they have all components required. State how the school will arrange the meal service line so that it is at the end of the service line and the training that will be provided to staff on reimbursable meals/OVS.
300-Meal Counting and Claiming (Breakfast)	According to the meal count table taken from the daily meal count sheets, 479 students ate breakfast. However, the school claimed 483 free students for breakfast.	Implement a system where only the reimbursable meals taken by students are claimed. On the daily meal counts, it looks like some adult meals were checked in the "reimbursable" meal count column which were then counted towards the claimed meals. Go through the month of October's daily meal count forms and clearly indicate the adults who ate a meal so they are not counted towards the claimed meals. Revise the October claim to correctly claim only the students who ate. Before submitting the November claim, go through the daily counts and only claim the students. Either train the staff to correctly check "adult" on the



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Area	Finding Description	Required Corrective Action
		daily count or devise a new system for counting adult meals. Either way, double check before claiming to ensure only students are claimed.
300-Meal Counting and Claiming (Lunch)	According to the meal count table taken from the daily meal count sheets, 475 students ate lunch. However, the school claimed 483 free students for lunch.	Implement a system where only the reimbursable meals taken by students are claimed. On the daily meal counts, it looks like some adult meals were checked in the "reimbursable" meal count column which were then counted towards the claimed meals. Go through the month of October's daily meal count forms and clearly indicate the adults who ate a meal so they are not counted towards the claimed meals. Revise the October claim to correctly claim only the students who ate. Before submitting the November claim, go through the daily counts and only claim the students. Either train the staff to correctly check "adult" on the daily count or devise a new system for counting adult meals. Either way, double check before claiming to ensure only students are claimed.
400-Meal Components and Quantities (Breakfast)	The two varieties of milk offered at breakfast were whole chocolate and 1% white. Whole flavored milk is an unallowable variety. The varieties of milk that can be served in NSLP include fat-free flavored and 1% white.	Obtain fat-free flavored milk. Only serve the allowable varieties of milk at meals. State the two varieties of milk the school will serve at meals.
400-Meal Components and Quantities (Breakfast)	Some grains are not whole-grain rich. Specifically the fruity cereal and Cream of Wheat at breakfast.	Ensure that all grains are whole grain-rich. The first ingredient must be whole wheat or whole grain. State the items that will be used in place of the Fruity cereal and Cream of Wheat.
400-Meal Components and Quantities (Lunch)	Only one variety of milk was offered at lunch (skim milk). Two acceptable varieties of milk must be offered at each meal.	Offer two varieties of milk at each meal. Acceptable varieties include fat-free flavored and low-fat white. State what two types of milk the school will serve at meals.
500-Offer vs. Serve	OVS is not being properly implemented at breakfast. OVS is required in the 9-12 grade group. The school is using more of a serve type of service.	At breakfast, the students must be offered at least 4 items from the required three components (grain, fruit, and milk) in the minimum amounts. Student are only required to take three items, one of them must be 1/2 cup of fruit and/or vegetable. At lunch, students must be offered 5 COMPONENTS in the minimum amounts (grain, fruit, vegetable, milk, meat/meat alternate). Students must take at least 3 components, one of them being 1/2 cup of fruit and/or vegetable. Review the OVS manual and



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Area	Finding Description	Required Corrective Action
		train staff that will be responsible for identifying reimbursable meals. State the training that will be provided to staff.
500-Offer vs. Serve	There is not a sign posted in the serving area informing students how the meal fits into the components and that they must take 1/2 cup of fruit/vegetable with each meal.	For each meal, post a MyPlate poster indicating how the meal fits into each food group. The sign must also state the students must take 1/2 cup fruit/vegetable. Send WDE an example of the poster that will be posted to meet this requirement.
800-Civil Rights	There is not an "And Justice For All" poster posted in the serving area.	Obtain a full-sized And Justice For All poster to post in the serving area where it is visible to the public. Request a poster from WDE. If you print additional posters, ensure that they are 11x17 https://fns-prod.azureedge.net/sites/default/files/cr/Justice-poster-general.pdf