



## NSLP Administrative Review Summary 2017-2018

### Carbon County School District #1

Date of Administrative Review: 11/13/17 (follow-up/technical assistance review)

Date Review Closed: 3/21/18

#### 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 school meal program has improved greatly since last school year. The food service director is planning and serving compliant meals that students are excited about and has therefore seen an increase in participation. Additionally, there is a noticeable increase in excitement around breakfast and lunch from students, staff and teachers.



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### Review Findings

**Sponsor-Level Findings: N/A**

### Site-Level Findings: Rawlins Elementary School

Area	Finding Description	Required Corrective Action
<p>400 – Meal Components and Quantities (Breakfast)</p>	<p>Production Records</p> <ul style="list-style-type: none"> <li>- You must document the components you are serving each day and week to help ensure and demonstrate you are meeting the daily and weekly component requirements. Since you are still in the process of inputting all of your information into Mosaic, you must track this information on the production records until you have all of your information in the software system.</li> <li>- You must also document on the production records the nutrients provided each day since you don't have the final information in Mosaic.</li> <li>- To be complete, the production records must have the total daily Meal Counts recorded. This is especially important since you've been having issues with the electronic POS system.</li> <li>- All items served and the serving size, recipe number, must be noted on the production records. For example, fruit at breakfast is not noted on the production records. How do we know you served fruit each day?</li> <li>- I have attached the production record with the box at the bottom where you can document the components and vegetable sub-groups until Mosaic is fully up and running.</li> </ul> <p>Breakfast Issues: Many days the fruit being served is not noted on production records. For example, only 4 ounce of juice or ½ cup of fruit is being served when students must be offered a full cup of fruit each day.</p>	<p>Once the cycle breakfast menu is completely in Mosaic, please attach the nutrient analyses, component worksheets, and planned production records.</p> <p>Ensure that all served items and serving sizes are documented on the production records and included in the nutrient analysis. Also, ensure the total Meal Counts each day are noted on the production records.</p>



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<b>Area</b>	<b>Finding Description</b>	<b>Required Corrective Action</b>
<p>400 – Meal Components and Quantities (Lunch)</p>	<p>Production Records are not in compliance:</p> <ul style="list-style-type: none"> <li>- You must document the components you are serving each day and week to help ensure and demonstrate you are meeting the daily and weekly component requirements. Since you are still in the process of inputting all of your information into Mosaic, you must track this information on the production records until you have all of your information in the software system.</li> <li>- You must also document on the production records the nutrients provided each day since you don't have the final information in Mosaic.</li> <li>- To be complete, the production records must have the total daily Meal Counts recorded. This is especially important since you've been having issues with the electronic POS system.</li> <li>- All items served and the serving size, recipe number, must be noted on the production records. For example, fruit at breakfast is not noted on the production records. How do we know you served fruit each day?</li> </ul>	<p>Once the cycle lunch menu is completely in Mosaic, please attach the nutrient analyses, component worksheets, and planned production records.</p> <p>Ensure that all served items and serving sizes are documented on the production records and included in the nutrient analysis. Also, ensure the total Meal Counts each day are noted on the production records.</p>