



## NSLP Administrative Review Summary 2017-2018

### Sublette County School District #9

Date of Administrative Review: 5/1/18 - 5/2/18

Date Review Closed: 6/4/18

#### 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

- Great job of Professional Standard Documentation.
- Extremely organized records for the nutrition program. This certainly helps with continuity with the program. Great Job!



## NSLP Administrative Review Summary 2017-2018

### Review Findings

#### Sponsor-Level Findings:

Area	Finding Description	Required Corrective Action
100-Certification and Benefit Issuance	One application with four students was incorrectly calculated. The four students should have received reduced meals instead of free.	<p>According to the Eligibility Manual, garnished wages should be included in the gross income for school meal benefits. Including the garnished wages, these students should have received reduced instead of free meals.</p> <p>Change the status for all four students from free to reduced. Inform the household of this change (provide 10 days' notice prior to changing the status at the POS).</p> <p>Upload the letter sent to households and the updated POS to the review to correct the finding.</p>
800-Civil Rights	The incorrect non-discrimination statement is included on the free and reduced income application letter. The correct statement needs to be on the verification letter sent to households as well.	<p>Replace the incorrect statement with the correct statement on all letters and documentation sent to the public regarding NSLP.</p> <p>The correct statement is attached under review documents.</p> <p>Provide WDE with the updated letters showing the correct statement is included.</p>
Procurement Review	There is no documentation that small purchases were done competitively.	<p>For any school food service purchase that meets the small purchase threshold, at least two quotes must be obtained to ensure the purchase is made on a competitive basis. These quotes must be documented by the SFA to demonstrate competitive purchasing with federal funds.</p> <p>State how the district will ensure that small purchases are done on a competitive basis and how the documentation requirement will be met. Include who will ensure this is done and how documentation will be kept.</p>
Procurement Review	<p>The milk bid is not compliant with federal regulations.</p> <p>The district must rebid for next school year based on the non-compliant statement in the current bid: "to enter into such contract as shall be deemed in the best interest of the School District in the County"</p> <p>Since this was an IFB it must be publicly opened, awarded, and can only go to the lowest priced responsive and responsible bidder.</p>	<p>Rebid the milk contract for next school year (18-19). Draft an IFB and submit to WDE for approval before releasing to the public.</p>



## NSLP Administrative Review Summary 2017-2018

### Site-Level Findings: Big Piney Elementary

Area	Finding Description	Required Corrective Action
<p>400-Meal Components and Quantities - Lunch</p>	<p>There were vegetable crediting errors in the lunch cycle menu:</p> <ul style="list-style-type: none"> <li>- March 1st: "other vegetables" should be 1/2 cup (green and yellow peppers), total vegetables should be 1.125 cup not 1.375 cup.</li> <li>- March 2nd: starchy vegetables on component worksheet should be 1/2 cup not 1 cup since the nutrient analysis shows only 1/2 cup serving of fries. Total vegetables for the day would be 1 cup.</li> <li>- March 7th: dark green vegetables are noted as 1 cup; however, you'd have to serve a total of 2 cups of lettuce to equal 1 cup of dark leafy greens. What is the actual serving size of lettuce for this day?</li> <li>- Week of 3/5: Monday 3/12 is in the Friday location. Should this be a 4-day week?</li> <li>- Week of 3/12: Tuesday 3/13 is in the Monday spot - did this get shifted due to the previous week? All subsequent weeks are shifted.</li> <li>- March 22nd: 1 cup of starchy vegetables is credited but only serving 1/2 cup of fries</li> </ul>	<p>Correct the errors that were found regarding the vegetable components. Upload the corrections on the component worksheets and planned production records to the review for WDE review and approval.</p>