



## NSLP Administrative Review Summary 2018-2019

### Lincoln County School District #2

Date of Administrative Review: 10/10-11/18

Date Review Closed: 11/15/18

#### 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)
- Procurement Review

#### Commendations:

The Food Service Director well has developed advanced tools to guide the department in the areas of budget, profit and loss, etc.

Sue has implemented many best practices around financial tracking, continuing education and staff development programs for all Nutrition Services staffs.

Professional Development - 10 minute trainings are offered throughout the year in areas that need to be reinforced.

Cokeville Elementary:

While observing the Fresh Fruit and Vegetable program, I was also able to observe the kindergarten group discuss the importance of the berries offered on this day. The teachers follow a best practice teaching students the importance of including the blueberry in their diet.

Kitchen was very clean and sanitary. Thank you.

Meals were very tasty. Students enjoyed participating in the School Lunch and Breakfast programs.



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Osmond Elementary:

Kitchen was very clean. All processes were followed with good record keeping documenting work.

Lunch line was very colorful and eye appealing. Students enjoyed beginning their lunch selections by choosing colorful fruits and vegetables prior to selecting their entree.

Nutrition Employees were very friendly to students and staffs.

### Sponsor-Level Findings:

Area	Finding Description	Required Corrective Action
100-Certification and Benefit Issuance	There was one application that affected three (3) students that was determined denied and should have been reduced. The number of family members were incorrectly added.	Update the three students' eligibility to reduced based on income in the POS system.  Corrective Action Response Accepted
100-Certification and Benefit Issuance	The paper applications are not signed and dated or determination is not stated. Determination is stated in the on line system.	Amanda needs to sign, date and record the benefit issuance status on each paper application submitted. She also needs to note the date when she calls parents for clarification of document.  Describe system that will be used to ensure that all income applications will be signed and determined and dated on each application. Corrective Action Response Accepted.
700-Resource Management	Written Procurement Policy has not been updated for the current requirements.	Update the written procurement policy for current federal requirements. Template is attached to "Attachment List". TA. The micro-purchase threshold was increased in July 2018. This new threshold is referenced in the updated WDE template.  Corrective Action Response Accepted.



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<p>Site 300-Meal Counting and Claiming for Breakfast and Lunch</p>	<p>At Cokeville Elementary students are not required to go by the POS prior to sitting down to eat. Explained to the school district official that the electronic system needs to be implemented in a location where students are required to stop at the POS to ensure a reimbursable meal is being counted.</p>	<p>School needs to establish and implement a point of sale to check student trays for reimbursement and record their meals according to status.</p> <p>Corrective Action Response Accepted. When system is in place after purchase, documentation will be sent</p>
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