



St. Joseph Children's Home

Date of Administrative and Procurement Review Date: December 12 2019

Review closed: February 21 2019

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 nutrition manager, staff, and business manager collaborate wonderfully. They communicate well with each other to ensure the program runs smoothly and provide excellent nutrition for the students.

It is very obvious that all staff care about the kids and want what is best for them through the food that they serve and the smiles that they give.

Professional Standards documentation was amazing. All staff involved in the program are receiving over the minimum training hours required for each category. Great Job! You could train the rest of Wyoming!

Kitchen is very clean and sanitary. Staffs were very friendly and helpful.

Fruit and vegetable bar was amazing. Staffs offered many kinds of fresh fruit and vegetable for students to enjoy.

Colorful engaging signage making for a warm serving area environment.



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Findings and Corrective Actions:

300 – Meal Counting and Claiming

Finding #1

There is no point of service on paper being done at breakfast. This is done with a phone call. A paper by student point of sale is required.

Required Corrective Action:

Develop and submit a system of paper daily point of sale for breakfast to Wyoming Department of Education. Similar to the afterschool snack program.

Accepted Corrective Action:

Sponsor has developed a form for use at breakfast by unit staff to report daily the consumption of breakfast by resident. The form models that of the afterschool snack documentation. Sponsor uploaded form. Corrective Action is approved.

700 – Resource Management

Finding #2

7 CFR 21.14 discusses the requirements of a nonprofit food service account. Sponsor must either follow the federal purchasing, cost, and revenue rules for all of food service operations and all meals accounted for within that account; or sponsor will have to separate all records of the nonprofit food service (USDA food service) from records of other food service operations operated by sponsor.

Required Corrective Action:

Correctly account for all food service operations.

Accepted Corrective Action:

Sponsor has established a set of separate accounts to allocate food service revenues and expenses to the National School Breakfast and Lunch Program. Sponsor uploaded current financial statement. Corrective Action is approved.

Finding #3

Sponsor does not have a compliant solicitation or compliant small purchase procedures in place for all purchases for Dairy and FSA.

Required Corrective Action:

Perform a compliant solicitation for Dairy and FSA for next school year and/or have compliant small purchase procedures in place.

Accepted Corrective Action:

Sponsor has uploaded a completed procurement log of all milk purchases for the SY17-18 and SY18-19. Sponsor is in process of obtaining competitive bids from FSA, Sysco, and local grocery store for the upcoming school year and will document this in the procurement log as well. Corrective Action is approved.

Finding #4

Sponsor has an older, out of date Written Procurement Policy and is missing the Buy American clause.

Required Corrective Action:

Update the policy as needed and necessary.

Accepted Corrective Action:

Sponsor has updated to include revision to the Buy American clause and uploaded it. Corrective Action is approved.

800 – Civil Rights

Finding #5

The incorrect non-discrimination statement is included in the parent handbook.

Required Corrective Action:

Add correct non-discrimination statement to the parent handbook under description of the meal program.

Accepted Corrective Action:

Sponsor corrected on-site and reviewer verified. Corrective Action is approved.



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1400 – Food Safety

Finding #6

Specific products and produce were found to be non-compliant as they were not American products.

Required Corrective Action:

Sponsor needs to acquire proper documentation showing why non-American products were purchased and provide WDE with Proof of documentation.

Accepted Corrective Action:

Sponsor has acquired the proper documentation from their vendors showing why non-American products were purchased and uploaded documentation. Corrective Action is approved.

RMCR – Indirect Costs

Finding #7

SFA is charging indirect cost to the non-profit food service account without an approved rate.

Required Corrective Action:

Contact WDE Trystin Green to establish an allowable and approved indirect cost rate. Provide this rate to Child Nutrition once received.

Accepted Corrective Action:

Sponsor has ceased charging any indirect costs to the non-profit food service account. Sponsor will no longer charge any future indirect costs to the non-profit food service account. Corrective Action is approved.

600 – Dietary Specifications and Nutrient Analysis

Finding #8

Product formulation statement and/or CN labels for proteins, processed items, and all grains for breakfast and lunch were not available for review and are required.

Required Corrective Action:

Sponsor needs to provide product formulation statements and/or CN labels for proteins, processed items and all grains for breakfast and lunch. Please provide updated recipes, 6 cent certification documents for review.

Accepted Corrective Action:

Sponsor uploaded required documentation for week of review. Corrective Action is approved.