



## St. Mary's School

Date of Administrative and Procurement Review Date: January 22<sup>nd</sup> 2019

Review closed: March 12 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:

Staffs were very willing to provide all necessary documentation for the review. Thank you for allowing the WDE team to come in to review information. You have been very accommodating.

Financial Management of the Non Profit Food Service Account. All food program expense and revenue records are accurate, clear, and easy to follow. The Food Service "Statement of Activities" is a very clear picture of the food program financial management with all totals verifiable by other documentation provided to WDE. Great Job.

Great job on the wellness policy! SA can tell that wellness is a focus at the school, especially with the colorful health promotion posters in the cafeteria. Also, some classes have recess before lunch, which is a great wellness practice as well.

School is very clean and sanitary. All management requirements necessary to operate a kitchen are being managed very well.

Today's menus were very bright and eye-appealing for students and staff. Food was tasty.



## NSLP Administrative Review Summary 2018-2019

### Findings and Corrective Actions:

#### 700 – Resource Management

##### Finding #1

Per the PLE tool the SFA was to either increase lunch by \$.10 or contribute at least \$2,605.20 of non-federal funding to the school lunch account. Neither was done. Copy of PLE memo informing SFA of requirements is attached.

##### Required Corrective Action:

Either increase lunch prices by at least \$.10 or contribute at least \$2,605.20 of non-federal funding to the school lunch account. However, the price increase was for this school year and the increase may need to be higher for 19-20. Please inform WDE which action will be taken.

##### Accepted Corrective Action:

Sponsor submitted response with action that St. Mary's contributed funds in non-federal funding to the lunch program, and is also planning on increasing lunch prices for the 2019-202 school year. Corrective Action is approved.

#### 400 – Meal Components and Quantities – Lunch

##### Finding #2

Documentation was provided for the week of the on-site only. Site will provide nutrient data, completed compliant recipes, and completed nutrient analysis to include all foods served for review week (December 10, 2018 and January 22, 2019).

##### Required Corrective Action:

Agency will provide Nutrient data (either CN labels or product formulations statements) completed compliant recipes and completed nutrient analysis for the week of December 10, 2018 and January 22, 2019. Also, please provide completed production records for the two requested weeks. For the recipes, please add instructions and HACCP process to them.

##### Accepted Corrective Action:

Sponsor provided the month of January's weekly lunch data and forgot to submit December's information. Since the review, all requested information has been uploaded for December along with the week of January 21 - 25, 2019. Corrective Action is approved.