



## Sweetwater #2

Date of Administrative and Procurement Review Date: March 26-28 2019

Review closed: May 6 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:

Linda, Leah, and Chris all had their documents very organized and provided extensive documentation needed for the review. Thank you!

Beautiful wellness policy!

Linda and Leah are very involved and run the program beautifully. Their marketing of new foods and healthy choices are commendable. Even providing new salad options to teachers who are very happy with their lunch choices and extending salad options to high schoolers to try new foods. They also conduct taste tests which is great practice too.

Tina and Kim and Miyumi were all wonderful! They knew the kids, were very vigilant about meals and what the students were doing. Tina suggested to the principal and teachers to let students sit where they want in the cafeteria, which decreased the noise and let the students eat peacefully. Great job!

Great use of the video links for teachers and students to use for the FFVP.

Pre-Kindergarten teacher did a fabulous job teaching the class their jicama lesson. She had one little student who knew that jicama was a vegetable because it grows underground just like carrots! What an amazing opportunity for children to learn about fruits and vegetables!

The head kitchen staffer fills in the production record as she goes and as the students takes meals. SA does not see that often and that is a great practice!



## NSLP Administrative Review Summary 2018-2019

Great teachers and kitchen staff who collaborate with grab and go breakfasts. We appreciate the best practices with allowing kids to do grab and go and teachers sending students back to the cafeteria to grab breakfast if they haven't had it.

Staff is very kind and accommodating from the principal to the kitchen staff (who were amazing as well!) The kitchen and cafeteria is very clean. The choices offered to the students are very varied and visually appealing. Great use of the share table too!

### Findings and Corrective Actions:

#### 100 – Certification and Benefit Issuance

##### Finding #1

Two student applications were found to be past the 10 days limit of receiving the application to make a determination. One application was missing a parent signature.

##### Required Corrective Action:

Provide WDE with a plan of action to address how SFA will comply with the 10 day determination limit. Please upload a scan of the completed application with parent signature.

##### Accepted Corrective Action:

Sponsor submitted response with new determination policy addressing the 10 day limit and uploaded a scan of the corrected application. Corrective Action is approved.

#### 700 – Resource Management

##### Finding #2

Bad debts and any related collections costs are not allowable for federal funds per 2 CFR 200.426 .  
Bad debts and collection fees are accrued to the non profit food service account.

##### Required Corrective Action:

Bad debts and collection fees must accrue and be paid from a non-federal account such as the general fund account.

##### Accepted Corrective Action:

Sponsor provided policy on how bad debts and collection fees would accrue and be paid from a non-federal account. Corrective Action is approved.

##### Finding # 3

Per the Wyoming Adult Meal Pricing Worksheet, the adult breakfast meals should be priced at least \$2.65. However, meals are priced at \$2.50.

##### Required Corrective Action:

SFA noted it will increase the adult breakfast price to \$2.75 on worksheet. This was noted in July at renewal and should be in place. WDE has not been notified of the price change. Please provide documentation to WDE that this increase is in place for the 19-20 school year or verify to WDE that it has already occurred.

##### Accepted Corrective Action:

Sponsor has uploaded minutes from last board meeting with approval of increasing the adult breakfast meal prices. Corrective action approved.

##### Finding # 4

Outdated written procurement policy and procurement procedures. Document will need to be updated for current "Buy American" , needs to reference a preference for minority and women owned businesses, and is missing some other items. Additionally, WDE strongly suggests adding the micro purchase to the current purchase thresholds.



## **NSLP Administrative Review Summary 2018-2019**

**Required Corrective Action:**

Update written procurement policy to be compliant for Food Service. Provide copy of proposed policy to WDE when completed.

**Accepted Corrective Action:**

Sponsor is working with WBSA lawyer to update policies and will send updated policy for review before it is taken to the board for approval. Sponsor will update micropurchase threshold. Corrective Action is approved.