



## Crook CSD #1

Date of Administrative and Procurement Review Date: April 30-May 1<sup>st</sup> 2019

Review closed: July 10 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 Financial Management of the Food Service operation is excellent. Although the SFA tracks each school separately, they do a great job. All items of revenue and expense are clearly posted and the operation is very transparent. Great job!

Thank you for having all the materials organized and ready for review!

Wonderful wellness policy! It is comprehensive and has measurable goals. Great job with the assessment and ensuring that the school community gets involved as well.

Wonderful use of breakfast after the bell at the elementary, middle and high school levels! Enjoyed observing breakfast in the classroom and grab and go breakfasts. There are many more children participating with breakfast because of this!

The kitchen at Hulett was very clean, the staff was so friendly and welcoming. They know all the kids names! The lunch and breakfast looked delicious, colorful, and appealing. Great job!



## NSLP Administrative Review Summary 2018-2019

### Findings and Corrective Actions:

#### 100 – Certification and Benefit Issuance

##### Finding #1

Application missing parent date, determined earlier than the parent application date, and determined 27 days after application.

##### Required Corrective Action:

Obtain signatures and dates, submit copy of income forms to WDE. Retrieve corrected application with either missing information or corrected information. Scan and upload to WDE within 30 days to avoid applications converting to paid applications.

With application determined 27 days later, provide WDE policy or documentation with plan that ensures applications are determined within 10 day time frame.

##### Accepted Corrective Action:

Required documentation uploaded. Corrective action is approved.

##### Finding #2

One denied application was determined 17 days after the parent's application

##### Required Corrective Action:

Provide WDE documentation or policy on how SFA will ensure applications are determined within 10 days of receiving application.

##### Accepted Corrective Action:

Required documentation uploaded. Corrective action is approved.

#### 600 – Dietary Specifications and Nutrition Analysis

##### Finding #3

Recipes are not scaled properly for the school size. Recipe uses portion sizes that are scaled to Sundance but not Hulett.

##### Required Corrective Action:

Correctly scale the recipes to fit Hulett needs, including portion sizes, amount of items, and what kind of item used (example, ground beef needs to be specified the type like 80/20) to ensure standardization of recipes and proper crediting of M/MA and grains. Upload corrected recipes and corresponding production records to WDE for review.

##### Accepted Corrective Action:

Corrective action is in progress, SFA will submit completed recipes by 8/30/19. If not received by that date, WDE will re-open this corrective action. Corrective action is approved.

#### 700 – Resource Management

##### Finding #4

The written food service policy and the District's purchasing policies are not compliant for federal rules; the food service policy is out of date, missing required items, and does not specifically have any thresholds.

##### Required Corrective Action:

Provide WDE with an updated, compliant written food service policy and make sure to update any District purchasing procedures to include federal purchasing rules and understand that purchases made with federal funds must follow all federal rules.

##### Accepted Corrective Action:

Required documentation provided to WDE. Corrective action approved.

#### 800 – Civil Rights

##### Finding #5

District letter of notice to households of approval/denial of benefits does not have the updated version of the civil rights statement.

##### Required Corrective Action:

Update the notice to households of approval/denial of benefits with the latest USDA non-discrimination statement.

##### Accepted Corrective Action:

Updated Notice to Households provided to WDE. Corrective action is approved.



## NSLP Administrative Review Summary 2018-2019

1400 – Food Safety

Finding #6

Jackpot pineapple, baby corn, and tropical assorted fruit was made in Vietnam, Thailand.

Required Corrective Action:

Add these times to the Buy American exemption list. Upload corrected exemption list for review.

Accepted Corrective Action:

Updated exemption list uploaded. Corrective action approved.