



NSLP Administrative Review Summary 2018-2019

Washakie CSD #1

Date of Administrative and Procurement Review Date: May 14-15 2019

Review closed: September 4 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:

Business Manager is very aware of Food Service Program financial management requirements. She does an excellent job of monitoring prices, costs, revenues: and the general fund transfers needed and required by the USDA food program. Her financials were easy to follow and understand. She was open and available to WDE for all questions, needed documentations, and follow up. Wonderful to work with!!!

Betty and her staff really care about the kids! The food was excellent, the kitchen is very clean, and the space is decorated nicely for the kids.

Findings and Corrective Actions:

100 – Certification and Benefit Issuance

Finding #1

Multiple student applications were found to be determined more than 10 days after SFA received application from the household.

Required Corrective Action:

Provide WDE with a plan of action to address how SFA will comply with the 10 day determination limit. Re-determine these students/applications and send corrected copies to WDE.

Accepted Corrective Action:

Pending action, will close the response and accept the corrective action as it is summer and Washakie 1 will receive corrected



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applications in the fall. SFA has sent letters informing families that they will not have 30 day carryover and will need to reapply as soon as possible. If corrected applications are not submitted by the end of fall semester 2019, corrective action will be re-opened.

Finding #2

8 applications were found denied and determined 11-18 days after application. Applications must be determined within 10 days of receiving applications.

Required corrective action:

Provide WDE action steps and policy to prevent this from happening in the future. In the policy, address how SFA will ensure applications are determined within the 10 day time frame.

Accepted corrective action:

SFA submitted plan of action. Corrective action is approved.

Finding #3

Superintendent and/or principal of different schools are overriding students status from reduced and/or paid to free if a parent voices that there is a hardship in the home. Superintendent and/or principal is not to change the benefit issuance status of a student unless there is documentation to support this. The superintendent and/or principal may fill out an application for a student under special circumstances (i.e., parent has not filled out F/R application even though it is known the family is eligible) but cannot override student status.

Required corrective action:

Please submit to WDE plan of action to address this with the superintendent and principals going forward. Re-determine applications that were overridden previously to ensure students are the proper determination status and upload to WDE for review.

Accepted corrective action:

SFA submitted plan of action and corrected applications. Corrective action is approved.

700 – Resource Management

Finding #4

Written food service procurement policy is out of date.

Required Corrective Action:

Must update policy and provide to WDE for review and approval.

Accepted Corrective Action:

Updated procurement policy provided. Corrective action is approved.

Finding #5

In the elementary school, WDE found that adults received meals via the salad bar. However, payment for these meals were not collected.

Required Corrective Action:

SFA must collect full payment for all adult meals served and/or provide WDE with a procedure of how the non profit food service account will recover the cost of these meals. If this action will be to recover the costs via a general fund transfer, this must be a specific action and cannot be part of an generalized transfer of general funds to food service.

Accepted Corrective Action:

SFA provided WDE with procedure in preventing adults receiving meals via salad bar without payment and recovering costs if this happens. Corrective action is approved.

Finding #6

Bad debts are noted as being charged to the food service account and reimbursed via the overall general fund transfer. Bad debt is not allowable for federal funds.

Required corrective action:

SFA must reimburse the non-profit food service account for any bad debt and collection fees, specifically. Once a delinquent account is determined to be bad debt, reimbursement to the food service account is to occur. SFA needs to update meal charge policy in regards to handling bad debt.

Accepted corrective action:

SFA has submitted updated meal charge policy. Corrective action is approved.



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1400 – Food Safety

Finding #7

Jackpot mandarin and tomatillo/green chiles were found to be made in countries outside of US.

Required Corrective Action:

Add these products to your Buy American exemption list and upload scanned copy to WDE.

Accepted Corrective Action:

Updated exemption list uploaded. Corrective action approved.