



Washakie CSD #2

Date of Administrative and Procurement Review Date: May 15-16 2019

Review closed: August 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:

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

13 students were miscalculated for benefit issuance. See SFA-1 for details.

Required Corrective Action:

Re-determine these 13 students/applications and send corrected copies to WDE.

Because it is over the 3% threshold, SFA will need to do extra review with a verifying official (3rd person) reviewing the applications for the next year.

Accepted Corrective Action:



NSLP Administrative Review Summary 2018-2019

Pending action, will close the response and accept the corrective action as it is summer and Washakie 2 will receive corrected applications in the fall. Janet 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.

200 – Verification

Finding #2

Jimmy Phelps cannot also serve as the hearing official.

Required Corrective Action:

On the verification letter, it says to request a hearing with Jimmy Phelps. It is to be listed that the hearing official is a different person than Mr. Phelps (i.e., the board member listed as a hearing official.) Please update verification letter and upload to WDE.

Accepted Corrective Action:

Corrected hearing official in letter to households uploaded. Corrective action is approved.

700 – Resource Management

Finding #3

Outdated Written Food Service Procurement Policy

Required Corrective Action:

Update written procurement policy. Template was provided under "attachment list" for reference and has been attached to this finding.

Accepted Corrective Action:

Required documentation provided to WDE. Corrective action approved.

800 – Civil Rights

Finding #4

Civil rights complaints must reference a point of contact for WDE or USDA for the nutrition program.

Required Corrective Action:

Please use the WDE template for complaint procedures and policy (found in download forms) or modify to adapt to own form, and upload adapted copy to WDE.

Accepted Corrective Action:

SFA provided corrected civil rights policy and will send final to reviewer upon approval from board. Corrective action is approved.

1400 – Food Safety

Finding #5

Green chiles are from Mexico.

Required Corrective Action:

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

Accepted Corrective Action:

Updated exemption list uploaded. Corrective action approved.

600 – Dietary Specifications and Nutrient Analysis

Finding #6

SFA provides second servings to students. Although they do not claim these meals, they will need to be included in the nutrient analysis to ensure SFA is within nutrient guidelines.

Required Corrective Action:

Submit nutrient analysis including second meals (assuming average number of seconds taken) to WDE

Accepted Corrective Action:

Accepted nutrient analysis with seconds included on review. It was noted to FSD that the saturated fat was over 1.69% average for K-8, and FSD will re-work menu to lower the saturated fat. Corrective action approved.