

Big Horn CSD #3

SNP Agreement #: 0203000

Review Date: 2/24/2020 - Review ID: 2835

This Review was conducted by Mia Donley with Sara Schlattmann. Records were reviewed for the month of . Site visit was conducted at Big Horn CSD #3, Greybull, WY. The findings referred to in this report indicate that the institution does not comply with

For each review Finding Listed in the report, explain in detail:

- how you will fix the problem,
- what procedure you will change,
- when the new procedure will be implemented and
- which staff member is responsible.

100 - Certification and Benefit Issuance

Finding: Certification and Benefit Issuance requirements are not met.

Some applications are missing parent application of date. Please see listed. Applications must be determined within 10 days. Without knowing parent date, reviewer is unable to determine if this is accurate.

Corrective Action Plan:

For applications missing parent application date, please have parents date the application as soon as possible. Note the date that you have received as well near the determination. Upload corrected applications to reviewer.

Students missing parent date: 5 applications
Students missing parent signature: 3 applications

Submitted Corrective Action:

I have them all uploaded. There was a signature on American Araiza application and the Acuna's had given us multiple applications, two of which were properly signed and dated. I have included.

1000 - Local School Wellness Policy

Finding: Local School Wellness Policy requirements are not met.

Elements of the wellness policy are not outlined, therefore are not met.

Corrective Action Plan:

Please correct the following:

- Identify policy leadership in the written wellness policy (i.e, the superintendent or any other official)
- Identify policy for foods provided but not sold (class parties, class snacks, rewards) - USDA has not defined specific guidelines but SFA is responsible for defining guidelines in written policy
- SFAs may only market products that adhere to smart snacks guidelines during the school day and include language related to this in the written policy.
- Triennial assessment - wellness policy must include language regarding the completion of a triennial assessment.

Submitted Corrective Action:

Finding: Local School Wellness Policy requirements are not met.

Documentation of wellness policy assessment not available. Assessment must also be available to the public.

Corrective Action Plan:

Assess the policy (via Wyoming Wellness Progress Report on Download Forms, or other means) by June 30, 2020 and keep this documentation on file, publish to the website for the public.

Submitted Corrective Action:

1200 - Professional Standards

Finding: Professional Standards requirements are not met.

Training plan is not documented for number of professional standard hours for all staffs for the school year. Food safety training needs to be completed by FSD.

Corrective Action Plan:

Provide training plan documenting number of hours for all staffs for the remainder of the school year. Upload certificate from food safety training.

Submitted Corrective Action:

1400 - Food Safety

Finding: Food Safety requirements are not met.

Buy American violations found for Del Sol Chiles Verdes, Festival Mandarin Oranges, Jackpot tropical fruit and pineapples, fresh bananas.

Corrective Action Plan:

Buy American documentation was not completed for these items. Items that do not meet the Buy American standards must be documented with exemption form. Reviewer will send this SFA. It is also available on Download Forms.

Please upload completed Buy American forms for these items.

Submitted Corrective Action:

800 - Civil Rights

Finding: Civil Rights requirements are not met.

There is no formal complaint policy for the nutrition program. Families and students must be able to submit complaints, either written or verbal, and know who to contact regarding the nutrition program.

Corrective Action Plan:

Create complaint policy and procedure regarding the nutrition program, upload to reviewer. A sample policy and log for complaints can be found on Download Forms.

Please make sure to include the following:

Nutrition Program:

If the civil rights complaint is in regards to the Nutrition Program, refer the complaint to the civil rights authority in the school district or facility and report the complaint to the Wyoming Department of

Education (WDE). The complaint can be investigated locally, resolved locally and the WDE notified of the resolution.

Regarding the school's Nutrition Program, to file a program or civil rights complaint, contact one of the following agencies listed below:

Nutrition Programs Supervisor
Wyoming Department of Education
Nutrition Section 122 West 25th Street, 2nd Floor East
Cheyenne, Wyoming 82002
307-777-6263

Or

Office of Civil Rights
USDA, Mountain Plains Regional Office
Food and Nutrition Service
1244 Speer Boulevard
Denver, Colorado 80204-3585
303-844-0312

Or

U.S. Department of Agriculture, Director Office of Adjudication
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

By fax: (202) 690-7442 or email at program.intake@usda.gov or call 866-632-9992 to request a form. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish)

Submitted Corrective Action:

This verbiage is being added to the bottom of Policy/Procedure AC-R and will go to the board on April 14, 2020. And the attached two forms will be on our website under food service along with AC-R within our policies

Finding: Civil Rights requirements are not met.

Per the school website, the medical statement is outdated.

Corrective Action Plan:

Please use the current forms found on Download Forms going forward.

Submitted Corrective Action:

Procurement Review Form

Finding: Procurement Review Form

USDA Foods have been procured and pounds have been set aside but no ordering has taken place.

Corrective Action Plan:

The agency is not adequately managing their USDA entitlement nor storage of USDA pounds, by not ordering processed foods in a manner that will ensure the pounds are used up in their entirety by the end of the school year. The USDA has a requirement that no more than six months worth of product can be stored at a processor at any time, and the state cannot stay in compliance with this rule if the agencies do not draw their pounds down in a timely manner. As a response to this finding, state how you will ensure processed foods are drawn down over the next school year to ensure they are fully used.

Submitted Corrective Action:

RMCR - Nonprofit School Food Srvc Acct

Finding: RMCR - Nonprofit School Food Srvc Acct requirements are not met.

SFA does not have a written policy to address bad debt within the non profit food service account.

Corrective Action Plan:

SFA needs to update charging policy to include process for collecting delinquent student accounts and use of donated funds to pay student "debt". Policy must address how SFA will handle bad debt once student debt is determined to be uncollectable and is no longer delinquent but bad debt.

SFA does a great job of managing student account and has not had any bad debt in the past. WDE has attached the USDA memo on Bad Debt to the "review attachments".

Submitted Corrective Action:

It went to first reading at the March 10 board meeting.

RMCR - Revenue From Nonprogram Foods

Finding: RMCR - Revenue From Nonprogram Foods requirements are not met.

Per the Nonprogram Food Revenue Tool SFA is out of compliance. Not enough is charged for the Chicken Fried Steak. Selling price must be increased. SFA must make sure that all prices charged, at least, cover the cost.

Corrective Action Plan:

Submitted Corrective Action:

