

**OSPI Child Nutrition Administrative Review - Exit Conference Summary Sheet**

**LEA: North Kitsap School District**

**Agreement No.: 159812**

Sites selected for review	Breakfast	Lunch	Corrective Action Required for this site
Wofle Elementary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pearson Elementary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kingston High School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Site of Nutritional Analysis:

N/A

**Administrative Review Critical Area - Performance Standard 1**

All free, reduced-price, and paid meals claimed for reimbursement are served only to children eligible for free, reduced-price, and paid meals respectively, and are counted, recorded, consolidated and reported through a system that consistently yields correct claims. (7CFR 210.18)

- **Certification Benefit Issuance:** (LEA Questions 124-142)

**Comments/Corrective Action:** A total of 475 students eligible for free/reduced priced benefits were reviewed. There was only one error. A directly certified student's benefits were correctly extended to another student in the household that did not appear on the DC list. The student, who the benefits were extended to, also resided in another household with another student. Benefits were extended to the third student. The third student was incorrectly extended benefits because they did not reside in the original home with the student who was on the DC list. Corrective action has been received and no further action is needed.

Jackie Logan has done an outstanding job of approving students for benefits. All documentation was organized and easy to review.

- **Verification:** (LEA Questions 207-215)

**Comments/Corrective Action:** The verification process was completed correctly and on time. All supporting documentation showing communication with the households selected for verification was clear and easy to follow.

- **Meal Counting and Claiming:** (LEA Questions 314-316 / Site Questions 317-325)

**Comments/Corrective Action:** The claim for the month of review, October, was consolidated correctly.

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### Administrative Review Critical Area - Performance Standard 2

Reimbursable lunches must meet the meal requirements in 210.10, as applicable to the age/grade group reviewed. Reimbursable breakfast must meet the meal requirements in 220.8 and 220.23, as applicable to the age/grade group reviewed. (7 CFR 210.10 and 220.8)

- **Meal Components and Quantities:** (Site Questions 400-412)

**Comments/Corrective Action:** Menus for the week of review, October 9<sup>th</sup>-13<sup>th</sup>, met meal pattern requirements for breakfast at Kingston High School and Wolfle Elementary. Meal pattern was mostly met for lunch at Kingston High School, Wolfle Elementary and Pearson Elementary. The daily vegetable requirement of  $\frac{3}{4}$  cup was not met at the two elementary schools on two days (10/9, 10/11) during the month of review. Only  $\frac{1}{2}$  cup was offered. The menus have already been revised and no further corrective action is needed. There was one day during the week of review (10/13) that was short meat/meat alternative at the high school. A chicken salad sandwich was served and the recipe showed that only 1.9oz of meat/meat alternative was offered and 2oz is needed. The recipe has already been revised and no further corrective action is needed.

Meredith Arseneau did an excellent job of organizing all product documentation for the menu review as well as planning menus that meet meal pattern requirements.

- **Offer vs. Serve:** (Site Questions 500-502)

**Comments/Corrective Action:** Staff at all three sites selected for review had a good understanding of offer versus serve. Staff was very helpful and friendly during the on-site reviews.

- **Dietary Specifications and Nutrient Analysis:** (Site Questions 603-605)

**Comments/Corrective Action:** The dietary specifications tool was completed for Kingston High School by Dan Blazer, FSD, and OSPI CNS. The tool indicated low risk for noncompliance for meal pattern requirements for calories, saturated fat, trans fat, and sodium. A nutrient analysis was not conducted.

### Administrative Review General Areas

- **Resource Management:** (Was a Comprehensive Review Conducted? Yes  No )

**Comments/Corrective Action:** The maintenance of the non-profit school food service account and revenue from non-program foods were reviewed as a result of responses on the offsite tool. All program requirements were met. The food service account showed a deficit last school year. Meal prices were increased this school year. The district also implemented a new meal charge policy for the current school year that does not put a limit on meal charges.

- **General Program Compliance:** (Questions 809-1503)

Includes civil rights, SFA on-site monitoring, Smart Snacks, professional standards, water, food safety/storage/Buy American, reporting and recordkeeping, school meals environment, school breakfast program and summer food service program outreach

**Comments/Corrective Action:**

**Smart Snacks:** Food is sold outside of the NSLP and SBP at Kingston High School thru Food Service, vending machines and the school store. Vending machines are located throughout the high school. Machines that do not meet smart snack regulations are not turned on during the school day and those that do are available all day to students. The student store does a great job of offering items that meet the smart snack regulation. Additional follow up is needed

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with the pizza supplier to verify the whole grain crust claim. Coffee drinks use allowable milk and are the allowed size. Drinks that use regular syrup, not sugar-free, only one pump of syrup is used. A recipe should be developed to support this practice. This was discussed on site with Lori Camp and no further corrective action will be required at this time. All items sold by Food Service met the smart snack requirements.

**Wellness Policy:** The wellness policy has recently been updated to meets program requirements. The procedures for the wellness policy have not been updated to reflect the smart snack regulation. Foods of minimal nutritional value are referenced and this is an outdated term.

- **Other Federal Program Reviews** (Site Questions 1700-1910)  
Includes Afterschool Snacks, Seamless Summer Option, Fresh Fruit and Vegetable Program, Special Milk Program  
**Comments/Corrective Action:** There are no other Federal Programs.

#### Additional Comments/Corrective Action

Katie and I would like to thank Dan Blazer, Meredith Arseneau, Jackie Logan and all staff at sites selected for review for all their help during the Administrative Review of the National School Lunch and Breakfast Programs. Documentation was readily available, organized and easy to review. Thank you for your hospitality during this review.

**\*NOTE: It is the expectation of OSPI and USDA that changes made as a result of the Administrative Review Corrective Action Plan will be carried throughout the program.**

#### SUMMARY

- This report has been discussed with me and a full copy of the on-site review form was provided and/or emailed to me. I understand from the findings a corrective action plan does not need to be submitted.
- This report has been discussed with me and a full copy of the on-site review form was provided and/or emailed to me. I understand that a corrective action plan must be submitted which addresses the corrective action area required, to the address below.

**Corrective Action Due Date:**

Kari Lund MS RD  
7500 212<sup>th</sup> St SW Suite 113  
Edmonds WA 98026  
kari.lund@k12.wa.us

**\*Please send electronically if possible**

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**Administrative Review Fiscal Action**

The potential overclaim will be calculated once all corrective action has been received. USDA allows a \$600.00 disregard per program (closed claim period) for overclaims. You will be notified of the dollar amount of fiscal action and given the opportunity to appeal this action. Appeal procedures are in accordance with 7 CFR 210.18(q) and WAC 392-101-010.

I understand that the program payments will be withheld if corrective action for Performance Standard 1 & 2 errors are not postmarked or submitted to OSPI within 30 days of the established due date on this form. OSPI may also withhold payments for failure to submit corrective action for general area or critical area violations that did not exceed the review threshold. Note: under extraordinary circumstances, OSPI may extend timeframes upon written request of the LEA.

**EXIT CONFERENCE PARTICIPANTS:**

<b>Signature of Review Official</b>		<b>Title</b>
		<b>Date</b>
<b>Signature of Authorized LEA Official</b>		<b>Title</b>
		<b>Date</b>
<b>Name</b>		<b>Title</b>
		<b>Date</b>
<b>Name</b>		<b>Title</b>
		<b>Date</b>
<b>Name</b>		<b>Title</b>
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LEA Name: North Kitsap School District