

OSPI Child Nutrition Administrative Review Exit Conference Summary Sheet

LEA: Seattle Public Schools

Agreement No. 159880

Sites selected for review	Breakfast	Lunch	Corrective Action Required for this site
Roosevelt High School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Graham Hill Elementary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Broadview Elementary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
McClure Elementary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
West Seattle High School	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bailey Gatzert Elementary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hazel Wolf K-8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
North Beach Elementary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cleveland High School	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Eckstein Middle School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Laurelhurst Elementary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sacajawea Elementary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Highland Park Elementary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 123-142 / Site Questions 317-321)

Comments/Corrective Action: A total of 590 students' eligibility was reviewed. There were three application errors. One application was approved for free and should have been approved for reduced. Two applications went from reduced to paid. Trish Maples, Jodi Thomas and Kent Beavers are doing an excellent job of approving free and reduced applications. All documentation was very organized and easy to review.

All corrective action has been received and no further action is needed.

Note: Please remember changes cannot be made to the free/reduced application. The statement notifying households how the information provided on the free/reduced application will be used, that appears on the state application, has been removed from the SPS application.

- **Verification:** (LEA Questions 206-215)

Comments/Corrective Action: The verification process was completed correctly and on time. The verification summary report was completed correctly and submitted to OSPI/CNS by the due date. Trish Maples did a great job of completing the verification process.

- **Meal Counting and Claiming:** (LEA Questions 313-316 / Site Questions 317-324)

Comments/Corrective Action: The claim for the month of review, April, was consolidated correctly for breakfast and lunch. All documentation provided by Jodi Thomas was organized and easy to review.

There was a slight overclaim of 27 snacks (512 vs 485) for the snack program at Graham Hill Elementary. This was due to the point of service tally marks not matching the number that was written in as the total snack count for the day. The tally marks are considered the point of service and must be the numbers used for the claim. Technical assistance was provided on site and no further action is needed.

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 400-413)**

Comments/Corrective Action: Menus for the day of review and week of review, April 18th-22nd, were assessed for breakfast and lunch at Roosevelt High School, Bailey Gatzert Elementary, Hazel Wolf K-8, North Beach Elementary, Eckstein Middle School, Laurelhurst Elementary and Highland Park Elementary. Menus for the day of review and week of review, April 18th-22nd, were assessed for lunch at Graham Hill Elementary, Broadview Elementary, McClure Middle School, West Seattle High School, Cleveland High School and Sacajawea Elementary.

Breakfast and Lunch Sites:

Roosevelt High School: Breakfast and lunch on the day of review, May 5th, met meal pattern requirements. Breakfast meal pattern was met for the week of review. The weekly starchy vegetable subgroup requirement was short at lunch (¼ cup was offered and ½ cup is required). This was mainly due to French fries being offered with only some entrees. The French fries cannot be counted toward the starchy group since they are not offered to all students.

Bailey Gatzert Elementary: Breakfast and lunch on the day of review, May 10th, met meal pattern requirements. There was one day during the week of review at lunch that was short the daily fruit requirement, ½ cup is required and only ¼ cup (two kiwi halves) was offered according to the production records. The weekly grain requirement for the week of review at breakfast was short (5oz offered and 7oz required). This was due to a graham cracker that was offered with the cereal that contained non-creditable grains and as a result could not be counted toward meal pattern requirements. The graham cracker has already been replaced with a whole grain cracker that meets meal pattern requirements and no further action is needed.

Hazel Wolf K-8: Lunch and breakfast on the day of review, May 10th, met meal pattern requirements. Breakfast for the week of review was short the weekly grain requirement (7.5oz offered and 8oz required). This is due to a graham cracker that was offered with the cereal that contained non-creditable grains and as a result could not be counted toward meal pattern requirements. The graham cracker has already been replaced with a whole grain cracker that meets meal pattern requirements and no further action is needed. Lunch for the week of review met meal pattern requirements.

North Beach Elementary: The menu on the day of review, May 10th, for breakfast and lunch met meal pattern requirements. Breakfast for the week of review was short the weekly grain requirement (5oz offered and 7oz required). This is due to a graham cracker that was offered with the cereal that contained non-creditable grains and as a result could not be counted toward meal pattern requirements. The graham cracker has already been replaced with a whole grain cracker that meets meal pattern requirements and no further action is needed. Lunch for the week of review was

short the grain requirement. The planned menu met meal pattern requirements but the teriyaki dippers and rice, planned for one day, were offered multiple days. The teriyaki dippers and rice provide 1.25oz grain and the weekly average for grains was 7.25oz and 8oz is needed.

Eckstein Middle School: Lunch and breakfast on the day of review, May 11th, met meal pattern requirements. Lunch for the week of review was short the weekly starchy vegetable subgroup requirement ($\frac{1}{4}$ cup was offered and $\frac{1}{2}$ cup is required). This was mainly due to French fries being offered with only some entrees. The French fries cannot be counted toward the starchy group since they are not offered to all students. All other meal pattern requirements were met. Breakfast for the week of review appeared to be short the grain component. A 1oz cereal was offered daily. The menu indicates toast is offered with it but the production records didn't reflect this. Please ensure all menu items are recorded daily on the production record.

Laurelhurst Elementary: Lunch and breakfast on the day of review, May 11th, met meal pattern requirements. There was one day during the week of review at lunch that was short the daily fruit requirement, $\frac{1}{2}$ cup is required and only $\frac{1}{4}$ cup (two kiwi halves) was offered according to the production records. Breakfast for the week of review was short the weekly grain requirement (5oz offered and 7oz required). This is due to a graham cracker that was offered with the cereal that contained non-creditable grains and as a result could not be counted toward meal pattern requirements. The graham cracker has already been replaced with a whole grain cracker that meets meal pattern requirements and no further action is needed.

Highland Park Elementary: Menus on for the day of review, May 11th, for lunch and breakfast met meal pattern requirements. Breakfast for the week of review was short the weekly grain requirement (5oz offered and 7oz required). This is due to a graham cracker that was offered with the cereal that contained non-creditable grains and as a result could not be counted toward meal pattern requirements. The graham cracker has already been replaced with a whole grain cracker that meets meal pattern requirements and no further action is needed. There was one day during the week of review at lunch that was short the daily fruit requirement, $\frac{1}{2}$ cup is required and only $\frac{1}{4}$ cup (two kiwi halves) was offered according to the production records.

Corrective Action: Please send to OSPI/CNS by June 3, 2016 how the menus will be adjusted at lunch to ensure that the weekly starchy vegetable subgroup is met for those sites mentioned above that are short the requirement. In addition, please send how the daily fruit requirement will be met at lunch for Bailey Gatzert Elementary, Laurelhurst Elementary and Highland Park Elementary. Please send a weeks' worth of breakfast production records for Eckstein MS showing that meal pattern is being met.

Lunch Sites:

Graham Hill Elementary: Lunch on the day of review, May 5th, and for the week of review met meal pattern requirements. There was one day during the week of review that the fruit offerings were written in on the pre-printed production record but the portion sizes were not included. The "produce order guide" was used to determine meal pattern compliance. When adding items to the production record please include portion size.

Broadview-Thomson Elementary: Lunch on the day of review, May 9th, and week of review met meal pattern requirements.

McClure Middle School: Lunch on the day of review, May 9th, met meal pattern requirements. The starchy and legume subgroup was not met for the week of review at lunch. Fries are offered daily but only with certain menu items. Since not all students have access to the fries they can't be counted toward the starchy subgroup. Corn was on the menu but had been substituted with a non-starchy vegetable. Legumes were on the menu but were substituted with a non-legume vegetable. The substitutions to the menu and the fact that fries cannot be counted toward the starchy subgroup

caused the shortage for the week for the two subgroups.

West Seattle High School: Lunch on the day of review, May 9th, and the week of review met meal pattern requirements.

Cleveland High School: Menus on the day of review for lunch, May 10th, met meal pattern requirements. Towards the end of lunch there were not enough rolls (2oz grain) to accompany the BBQ chicken, mashed potato and roll meal. A cracker (1oz grain) was substituted. Please continue to utilize forecasting to anticipate students preferences. When items do run out please ensure that items that are substituted provide the same contribution to meal pattern. Lunch for the week of review was short the weekly starchy vegetable subgroup requirement ($\frac{1}{4}$ cup was offered and $\frac{1}{2}$ cup is required). This was mainly due to French fries being offered only with some entrees. The French fries cannot be counted toward the starchy group since they are not offered to all students. All other meal pattern requirements were met.

Sacajawea Elementary: Lunch for the day of review and week of review, May 11th, met meal pattern requirements. There was one day during the week of review that the fruit offerings were written in on the pre-printed production record but the portion sizes were not included. The "produce order guide" was used to determine meal pattern compliance. When adding items to the production record please include portion size.

Corrective Action: Please send to OSPI/CNS by June 3, 2016 how the weekly starchy and legume vegetable subgroup requirement will be met at lunch for McClure Middle School. In addition, please send how the weekly starchy vegetable subgroup requirement will be met at lunch for Cleveland High School.

Production Records: Please remember to ensure that if substitutions are made to the planned menu they meet meal pattern requirements. Portion sizes need to be recorded for all menu items and substitutions. Please record daily milk offerings for all sites.

Lunch participation at all High School sites selected for review had a very low participation rate at lunch. All High Schools selected for review had an open campus policy at lunch.

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

Comments/Corrective Action: The Nutrition Services staff at all sites selected for review had a good understanding of offer versus serve. At West Seattle High School on the day of review there was one student who went thru the point of service without a reimbursable meal. Technical assistance was provided on site and no further action is needed. At Highland Park Elementary on the day of review, for breakfast, there was one student who had a reimbursable meal but left the line and was not entered into the point of service and the meal was not claimed for reimbursement. There were also six students who had only $\frac{1}{4}$ cup of fruit on their tray, $\frac{1}{2}$ cup is required, and as a result those meal had to be disallowed. Technical assistance was provided on site and no further action is needed.

Note: All staff at all sites selected for review were very personable, easy to work with and had a good rapport with the students.

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

Comments/Corrective Action: A nutrient analysis was not required.

Administrative Review General Areas

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

Comments/Corrective Action: A comprehensive resource management review was not required.

If indirect costs are charged to the Nutrition Services Department please ensure that they are charged at or below the OSPI approved rate and are comparable to other departments.

- **General Program Compliance** (Questions 808-1502)

Includes civil rights, SFA on-site monitoring, local wellness policy, smart snacks, professional standards, school meals environment, water, food safety, reporting and recordkeeping, school breakfast program and summer food service program outreach

Comments/Corrective Action:

Smart Snacks: All food that was sold outside of the National School Lunch and Breakfast Programs met smart snack requirements.

Health Inspections: The majority of all schools had the health inspection posted in a location visible to participating students. If the health inspection was not posted during the onsite visit, reviewers asked that it be posted.

HACCP Plan: The HACCP plan is very detailed and a copy was available at all sites selected for review. All sites selected for review did a great job of maintaining time and temperature logs on the day of review and week of review.

Written Procedures: The district currently allows charges at the elementary level. The district is reminded that federal funds cannot clear negative meal balances.

Professional Standards: The final rule for professional standards went into effect July 1, 2015. Districts that operate the NSLP/SBP must meet the Professional Standards requirement. The district is using the USDA tool to track staff training hours. Please remember to keep the tool up to date. The majority of all staff, at the sites selected for review, have met or exceeded required training hours.

Wellness Policy: The wellness policy has been updated to include the smart snack requirements.

Onsite Reviews: The majority of onsite reviews were completed by the February 1st due date. Some were completed after the due date which is understandable when taking into consideration the number of sites operating the NSLP and changes in staff.

- **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:

After School Snack Program: The after school snack program was reviewed at Graham Hill Elementary, May 5th. Menus on the day of review and week of review met meal pattern requirements. Please remember students who participate in the after school program are not required to take a snack.

Fresh Fruit and Vegetable Program: The fresh fruit and vegetable program was reviewed at Bailey Gatzert Elementary. Program requirements were met. The claim for the month of review, April, was reviewed for all FFVP sites. There appears to be a slight overclaim of \$129.31. This was mainly due to program supplies ordered in March being claimed in both March and April. Technical assistance was done on site and no further action was needed. All documentation was organized and easy to review.

Additional Comments/Corrective Action

I, and all OSPI staff who assisted with this review, would like to thank Teresa Fields, Jodi Thomas, Patty Dorgan, Kent Beavers, Nessa Lemalu, Katie Bugsby and all Supervisors (Jacqueline Palmer, Molly Rapozo, Annette Fritz, Billie Curtis) that accompanied us on site visits and all staff on site for all their help during the Administrative Review. It is obvious that they all take great pride in the work they do. Nutrition Services has experienced extensive changes recently and the success of this review is due to Teresa's leadership and her staff's dedication to this department. The Department has operated without a permanent Nutrition Services Director for the last year. We at OSPI/CNS hope that Nutrition Services receives sufficient staff and the support needed to continue to successfully operate the program.

***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: June 3, 2016

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

***Please send electronically if possible**

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:

Signature of Review Official	Title	Date
Signature of Authorized LEA Official	Title	Date
Name	Title	Date
Name	Title	Date
Name	Title	Date
Name	Title	Date
Name	Title	Date
Name	Title	Date

LEA Name: Seattle Public Schools