

Kirsten Baesler
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**NORTH DAKOTA DEPARTMENT OF
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December 17, 2015

Ms. Michelle Wagner
Bismarck Public Schools
806 N Washington St
Bismarck, ND 58501-2623

Dear Ms. Wagner:

SUBJECT: CHILD NUTRITION REVIEW (08-001)

This letter summarizes the Administrative Review of the district's twenty three food service operations conducted by staff members Deb Egeland, Kaye Knudson, Joe Oster, and Michele Burian on December 2-8, 2015. Please share the appropriate information with the food service personnel.

The purpose of our review was to ensure compliance with federal regulations and provide technical assistance. The federally mandated Coordinated Review Effort (CRE) consists of two performance standards - 1) free/reduced-price meal applications, claim for reimbursement, system for counting and recording meals; and 2) meal components. These were discussed at the time of the review.

The following comments are based on our review:

1. Program materials were well organized and complete. You, Dar, Pat, Joan and Julie are to be commended for your close attention to program requirements. The district has many excellent management practices.
2. The Sales and Participation Report generated for every site is a great management tool. Breakfast participation at Simle is up 28% from November of last year. The new reimbursable and ala carte breakfast items have been very well received by the students.
3. You are very good at analyzing participation data and making changes that encourage more students to eat at school. You have also developed partnerships with successful child nutrition directors across the state to learn about their best practices.
4. The nutrition page on the district website has a wealth of information with pictures of all the meals, nutrient analysis for each individual food item, allergy information, carbohydrate counts for diabetics and wellness articles.
5. Free and reduced price applications were reviewed for accuracy. Three application errors were noted. The families were determined as free status when they should have been determined reduced-price. Dar has already sent the three families the "Change in Benefit Notification Letter" with a ten day notice. Fiscal action was calculated at \$20.40 which is below the \$600 disregard so no fiscal action will be assessed.

6. Verification was completed according to program regulations and the Verification Summary Report has been submitted to our office.
7. The November claim for reimbursement and meal counting process were reviewed. The One Source meal counting and claiming system yields accurate counts for the reimbursement claim.
8. Foodservice operations are very well managed. Excellent record keeping practices are followed. All staff work well together and demonstrate a high level of professionalism.
9. Food safety inspection reports were displayed in every cafeteria. All managers have completed the required sanitation class.
10. Menus were reviewed and found in compliance with the new meal pattern requirements. A great variety of fresh fruits and vegetables are offered at every meal, in every line. At the junior and senior high level, students are offered several combinations of great tasting nutritious foods. Salad bars are offered at all twenty three schools with a wonderful variety of fruits and vegetables. Menus, labels and production records were reviewed to ensure all five vegetable subgroups were offered and all of the bread/grains items offered were whole grain rich.
11. Water is being offered for both breakfast and lunch at all schools as required.
12. The Fresh Fruit and Vegetable Program was reviewed. Elementary students are provided a wide variety of fresh fruit and vegetables. The Fresh Fruit and Vegetable program is publicized through newsletters and on the district's website.
13. The Local Wellness Policy was reviewed. The policy is currently under revision and is posted on the district website.

Thank you for the cooperation extended during the review. If you have any questions or concerns about the review or the program, please feel free to contact our office.

Sincerely,



Linda Schloer, Director
Child Nutrition and Food Distribution Programs

LS:kk/lt