



COLORADO
Department of Education

School Nutrition Unit
1525 Sherman St., Suite 309
Denver, CO 80203

Stephanie Monroe
Frenchman School District RE3
506 North Fremont
Fleming, CO 80728

December 18, 2024

Dear Stephanie Monroe

Thank you for your participation in and cooperation with the Administrative Review conducted by the Colorado Department of Education (CDE) School Nutrition Unit on December 10-11, 2024. Frenchman RE3 has corrected the findings listed in the corrective action documents. The CDE School Nutrition Unit has approved the responses, and Frenchman RE3 is now in compliance with federal and state regulations. Your Administrative Review is officially closed.

Fiscal action was not assessed during this review. The \$0.09 performance-based reimbursement will also be maintained. No further action is required at this time.

If you have any questions, please let me know.

Sincerely,

Beverly Leveque, MPH, RD, SNS
Senior Nutrition Consultant II
CDE School Nutrition Unit
720-595-8071
Leveque_b@cde.state.co.us

Cc: Cc: Martin Foster, Superintendent; Luke Janes, Business Official



Procurement Review



The food service procurement review of Valley RE 1 has been completed for the 2023-24 school year. The purpose of this review is to ensure that SFAs comply with Federal, state, and local laws and procurement regulations when procuring goods and services for the food service department. Attached is a summary of review findings, including corrective action items that require a written response before the review is closed.

Areas of Review

1. Methods of Competitive Procurement (2 CFR 200.319)
2. Written Codes of Conduct (2 CFR 200.318(c))
3. Current Written Procurement Standards (2 CFR 200.318)
4. Contract Management (2CFR 200. 318(b) and Appendix II)

Commendations

- Stephanie Monroe purchases from many local ranchers and farmers and spreads the wealth amongst the community.
- Stephanie Monroe is knowledgeable in procurement practices and provided timely and accurate information for the review.

Corrective Action Needed

I/A

Technical Assistance

I/A

Area	Findings ID	Finding Description	Required Corrective Action	Scheduled Date	Due By Date
Sponsor - Level Findings					
200 - Verification	V-0200	215. The SFA did not complete verification by November 15th. The finding was corrected by the SFA while the SA was on-site. The SA ensured compliance by reviewing documentation of the verification of 3% of applications.	215. The SFA did not complete verification by November 15th. The finding was corrected by the SFA while the SA was on-site. One application was randomly selected and verified with direct certification. The SA reviewed the verification documentation while on-site. The sponsor ensured future compliance by putting the verification deadline on her calendar and stating she will attend upcoming CDE trainings for verification.	8/6/2024	
800 - Civil Rights	V-0800	The finding was corrected by the SFA while the SA was on-site. The SA ensured compliance by (explain): 810. The non-discrimination statement was not included on all program materials, including the SFA's website. The following documents need to be updated to include the full non-discrimination statement: the SFA's website, the welcome letter, the instructions for free and reduced lunch applications. The finding was corrected by the SFA while the SA was on-site. The SA ensured compliance by (explain): added the requirement non-discrimination statement to the required program materials and adding it to the food service portion of the district website. The sponsor ensured future compliance by granting the food service director access to the website to make changes and appropriate.	810. The non-discrimination statement was not included on all program materials, including the SFA's website. The following documents need to be updated to include the full non-discrimination statement: the SFA's website, the welcome letter, the instructions for free and reduced lunch applications. The finding was corrected by the SFA while the SA was on-site. The SA ensured compliance by (explain): added the requirement non-discrimination statement to the required program materials and adding it to the food service portion of the district website. The sponsor ensured future compliance by granting the food service director access to the website to make changes and appropriate.	8/6/2024	
1000 - Local School Wellness Policy	V-1000	1003, 1004 1005. The LEA/SFA is not involving a variety of stakeholders in the review and update of the Local School Wellness Policy nor is it making them aware of their ability to participate in the development, review and update of the LWP. The SFA has not completed a triennial assessment of their Local School Wellness Policy. Please provide the steps that the SFA will take to make these corrections and ensure future compliance. Include the following supporting documentation with your response: a plan and timeline for notifying stakeholders of the assessment/review of the LWP, and a plan and timeline for completing the triennial assessment. A description of how the SFA will ensure future compliance. The SFA may use CDE School Nutrition's Colorado Local Wellness Policy Triennial Assessment Report to complete the assessment.	1003, 1004 1005. The LEA/SFA is not involving a variety of stakeholders in the review and update of the Local School Wellness Policy nor is it making them aware of their ability to participate in the development, review and update of the LWP. The SFA has not completed a triennial assessment of their Local School Wellness Policy. Include the following supporting documentation with your response: a plan and timeline for notifying stakeholders of the assessment/review of the LWP, and a plan and timeline for completing the triennial assessment. A description of how the SFA will ensure future compliance. The SFA may use CDE School Nutrition's Colorado Local Wellness Policy Triennial Assessment Report to complete the assessment.	8/6/2024	