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September 14, 2016

Mr. Brian Walker, Director
Bonneville County 3B Detention Center
950 Environmental Way
Idaho Falls, ID 83401

Dear Mr. Walker,

On August 10, 2016, State Department of Education (SDE) Coordinators Jennifer Butler and Tamara Donovan conducted an Administrative Review of Bonneville County 3B Detention Center for the following United States Department of Agriculture (USDA) programs:

National School Lunch Program (NSLP)
School Breakfast Program (SBP)
After School Snack Program (ASSP)

The Bonneville County 3B Juvenile Detention Center and Bonneville County Jail kitchen were reviewed.

The State agency (SA) would like to commend you and Britany Trujillo and the entire staff of Bonneville County 3B Detention Center for their hard work operating the school nutrition programs.

Overview

The Richard B. Russell National School Lunch Act, amended by the addition of Section 201 to the Healthy Hunger Free Kids Act of 2010 (HHFKA), requires a unified Bonnaccountability system designed to ensure that participating school food authorities (SFA) comply with USDA requirements. The objectives of the Administrative Review are to:

- Determine whether the SFA meets program requirements
- Provide technical assistance
- Secure any needed corrective action
- Assess fiscal action and, when applicable, recover improperly paid funds

Review Frequency and Scope of Review

The Healthy Hunger-Free Kids Act mandates State agencies conduct an Administrative Review a minimum of one time during a three-year cycle to evaluate Critical and General Areas of Review, including:

- Performance Standard 1: Meal Access and Reimbursement
- Performance Standard 2: Meal Pattern and Nutritional Quality

- General Areas of Review: Resource Management, Food Safety, Local School Wellness Policy, Smart Snacks, Civil Rights, Buy American, Professional Standards, and other areas of general program compliance.

Commendations

- Britany Trujillo and Brian Walker, with the 3B Detention Center, and Kendrick Edson, with the Bonneville Co. Jail, responded to requests promptly and were helpful throughout the review process. They were receptive to SA guidance and open to immediate action for compliance.
- A vegetable gardening program is in place at the detention facility. Students are able to experience gardening, enjoy fresh produce, and even participate in food preparation using the bounty.
- Kendrick Edson keeps clean and organized food store rooms and does an outstanding job with food safety training and oversight. He immediately provided hair restraints to the SA staff during the kitchen observation.

These were the SA determined findings and the SFA response to the findings:

Finding and Corrective Action Plan (CAP)

Finding 1 – Meal Counting and Claiming

During the day of review, it was observed that meals were counted as served for residents who were not onsite during the meal service. Immediate technical assistance was provided and the meal count was corrected to indicate an accurate reflection of the residents who took meals. When Director Walker was asked about the procedures, he correctly identified a process that did not include counting meals for residents that did not receive a meal. Based on a review of daily meal count sheets, it does not appear to be a systemic issue, but that cannot be validated because the production records also did not include an accurate count of meals served. Since the daily meal count sheets are used for the claim, they must accurately reflect reimbursable meals served.

Timeframe for CAP completion: By August 24, 2016, submit a written procedure identifying a process to ensure an accurate count of reimbursable meals served to students. Also provide a dated sign-in sheet for a Point of Service (POS) training demonstrating that pertinent staff has been trained on the procedure.

SFA Response to CAP: On August 22, a *Point of Service Written Procedure* document was uploaded. *Policy 3-4 Meal Service and Meal Counts* was also uploaded with an accompanying sign-off sheet indicating the name, signature, and date those employees read the policy.

Finding 2 – Meal Components and Quantities

Breakfast cereal and pasta, product of Mexico; peaches from China; and oatmeal from Canada were being served to the students. Food items available in the United States must be purchased and used whenever possible when participating in USDA school meal programs per the Buy American Provision.

Timeframe for CAP completion: Purchase and use domestic products or commodities in USDA school meal programs per the Buy American Provision. Discontinue serving the non-compliant food items to students and purchase domestically produced and packaged food items; check food items in inventory; and consider segregating food items meant for students. Submit a written plan for Buy American Provision compliance by August 24, 2016.

SFA Response to CAP: On August 22, *Policy 3-12 Unallowable Foods* was uploaded. This policy references the Buy American Provision. Trinity Services Group, Inc. also provided a Buy American compliance document dated August 23, 2016.

Finding 3 – Meal Components and Quantities

Food items containing trans fat are unallowable in Child Nutrition Programs. Trans fat containing margarine is served to the student and adult population. Discontinue serving food items containing artificial trans fat when serving meals as part of the USDA school meal programs.

Timeframe for CAP completion: Discontinue serving food items containing artificial trans fat to the students. Submit a plan detailing the procedure that will be followed to prevent the service of trans fat containing food items to students by August 24, 2016.

SFA Response to CAP: On August 22, Policy 3-12 *Unallowable Foods* was uploaded. This policy states to discontinue serving food items containing trans fat. Trinity Services Group, Inc. also provided guidelines to avoid serving non-compliant foods dated August 23, 2016.

Finding 4 – Afterschool Snack Program (ASSP)

Afterschool Snack Program production records are not being kept. The school's production records must support the number of snacks it claims for reimbursement.

Timeframe for CAP completion: Please train pertinent staff and begin completing Afterschool Snack Production records for all ASSP snacks served and claimed. Upload one week of completed production records along with documentation that pertinent staff has been trained in the usage of the production records by August 24, 2016.

SFA Response to CAP: On August 12 and August 22, production records for the week of August 8-12 and August 15-19 were uploaded. Technical Assistance was given that yogurt and string cheese credit as meat alternates and that only fluid milk is credited as milk. Britany advised she understood this and has corrected the production records to reflect the correct component. On August 22, a completed sign off sheet of employee signatures for directions on completing the ASSP Production Record was uploaded.

Finding 5 – Afterschool Snack Program (ASSP)

The SFA must conduct a self-review of the Afterschool Snack Program twice a year.

Timeframe for CAP completion: Complete and upload the Afterschool Snack Program review form for the first review of the school year and submit a plan to ensure that two reviews are conducted each year by August 24, 2016.

SFA Response to CAP: On August 22, a completed ASSP Review Form for the first review of the year completed on August 11, 2016, was uploaded. Technical Assistance was given that Brittany's signature should have been on the Reviewer's signature line and the person dispensing snacks on the review day is to be documented on the Leader's signature line. Britany also uploaded a document stating that, to ensure that two reviews occur, 3B will add reminders to the email calendar.

Finding 6 – Local School Wellness Policy

The Local Wellness Policy must include all required elements as listed in the Child Nutrition WIC Reauthorization Act (2004) and the 2010 Healthy, Hunger-Free Kids Act. The current policy does not include the required items from 2010.

Timeframe for CAP completion: The Local Wellness Policy must be updated. Please submit a plan and timeframe (i.e. dates of wellness committee meetings) for updating and implementing the wellness policy by August 24, 2016.

SFA Response to CAP: On August 22, Policy 3-10 *Wellness Policy* was uploaded. This policy is dated effective 8/11/16 and includes required elements.

Finding 7– Local School Wellness Policy

All LEAs must assess their wellness policy at least once every three years on the extent to which schools are in compliance with the district policy, the extent to which the local wellness policy compares to model local school wellness policies, and the progress made in attaining the goals of the local wellness policy. LEAs must make this assessment available to the public. This can be accomplished by posting it to the website.

Timeframe for CAP completion: The Local Wellness Policy must be updated. Please submit a plan and timeframe (i.e. dates of wellness committee meetings) for updating and implementing the wellness policy by August 24, 2016.

SFA Response to CAP: On August 22, Policy 3-10 *Wellness Policy* was uploaded. This policy is dated effective 8/11/16 and states the Local Wellness Policy will be assessed at least once every three years. Director Walker advised that he is in the process of having the Wellness Policy posted to the 3B website.

Finding 8 – Professional Standards

For districts with student enrollment less than 500, the foodservice director must complete at least 8 hours of food safety training, either not more than 5 years prior to their starting date or completed within 30 days of employee’s start date.

Timeframe for CAP completion: By August 24, 2016, please submit a plan that outlines the timeframe in which the foodservice director will complete at least 8 hours of school food safety training and submit the certificate of completion to the state. SA discussed free online food safety training available through the Institute of Child Nutrition.

SFA Response to CAP: On August 16, the certificate of completion for the ICN’s *Serving It Safe* course was uploaded. This certificate shows that Britany Trujillo completed 12 hours of instruction on August 16, 2016.

Finding 9 – Procurement

A written procurement plan must be developed. The procurement plan must include a code of ethics/conduct, conflict of interest policy, the person(s) authorized to make child nutrition purchases, the award method used, advertising procedures for bids, how the vendor is notified of award/declination, and the procurement method(s) used, including procedures for each method. Schools are required to follow the most restrictive thresholds for purchasing.

Timeframe for CAP completion: By August 24, 2016, please submit an action strategy narrative for developing the procurement plan, including identifying a timeline and steps to be taken.

SFA Response to CAP: On August 22, *Policy 1-3a Purchasing Goods and Services* was uploaded. Bonneville County Conflict of Interest and Business Ethics and Conduct policies were also provided.

Technical Assistance (TA)

Meal Components and Quantities

- Britany will post the menu in the cafeteria with the USDA short non-discrimination statement included.
- During the month of review, all production records indicated a total of 36 meals prepared and served. However, although the contract with the jail was for 36 meals, 3B advised that 26 meals would suffice and requested that only 26 meals be provided. TA was given that the production records need to accurately reflect the total meals prepared and served. During the onsite visit, the production record accurately reflected 26 meals were prepared and delivered. 3B staff will work with Kendrick Edson, the Bonneville County Jail Foodservice Director, to provide him an actual count of meals that were served to students so that he can reflect that on the production record for accurate documentation.
 - On August 22, meal production records accurately identifying the count differences between the prepared count and served count were uploaded.
- The following was identified as part of the week of review for the menu analysis conducted prior to the on-site review:

Breakfast:

- SA was advised by Trinity Services Group, Inc. West Region Dietitian Laura Donnelly, RD, LD that the roll recipe was incorrect. By the day of the on-site review, the roll crediting could not be validated by an accurate recipe. Also, further investigation is required into validating the labels for the AP flour and Whole Wheat flour. This issue is also applies to the lunch menu.
 - *On August 16, a corrected roll recipe was provided. An AP flour label was provided on August 16 and a Whole Wheat flour label was provided on August 22.*
- SA did not have any information on the “Burger Blend” so did not include that item in the calculation of the Breakfast Sausage recipe served on 7/13, 7/14, and 7/15. Based on the Breakfast Sausage recipe and the applicable PFS, it was calculated to be .25 oz eq per each portion. Laura advised that she does not credit meat/meat alternates toward the required grain component at breakfast.
- For the WW pancakes served on 7/13 & 7/15, it must be verified that the AP Flour is enriched. This could not be confirmed during the on-site review, because no flour labels were available. More information was needed to determine if the pancakes are a creditable whole grain rich item.
 - *Flour labels were received on August 16 and 22 confirming the flour is creditable.*
- Based on the Recipe and PFS for the Eggs served on 7/11, 7/12, and 7/16, a serving credits as 2.75 oz eq.
- Using the recipes provided and the Food Buying Guide to calculate creditable amounts of the canned fruits served at breakfast, almost every day would have been deficient. Kendrick advised he follows the portion sizes indicated on the

production records and ensures a ½ serving of fruit in addition to the 4 oz serving of juice every day. He explained the recipes are incorrect, so he does not follow them. He has been previously raised this issue with Trinity Services Group, Inc. as it affects his food orders because a greater amount is needed than what records indicate he requires. Because Kendrick follows the correct serving size of canned fruit listed on the production record and opens additional cans as needed, the credited amounts of fruit were based off what was listed on the production record. Updated recipes must be provided as soon as possible to ensure compliance with menu quantities.

- *Updated recipes for canned pineapple and mandarin oranges were provided by Trinity Services Group, Inc. on August 16.*
- The production records lists 1% milk as served every day. This was confirmed through Kendrick. A variety of milk needs to be offered during breakfast, but with RCCIs that variety can occur by offering a different milk selection one day a week. One day during each 7 day period, a milk selection other than 1% needs to be served. A reminder that only 1% plain or fat free plain or flavored are creditable options. Laura corrected the production records prior to the on-site review and Kendrick advised of his understanding to serve a different option one time per week.

Lunch:

- The meat/meat alternate items were credited based off the recipes that were provided and the PFS received. However, no CN label or Product Formulation Statement (PFS) for the chicken (Chik 'N' Zips) used for the chicken chunk salad was provided, so a serving credit could not be validated. Also, there was no information on the "Burger Blend" so that item was not included in the calculation of the Salisbury Patty served on 7/10 and the Burger Patty on 7/15. Only the ground chicken ingredient was calculated for the meat/meat alternate.
 - *On September 12, Laura provided the nutritional information and ingredients for the Burger Blend (Sunshine Brand Meatless Mixes), but this alternate protein product (APP) requires a manufacturer's PFS in compliance with TA07-2010 (v.3) guidance in order for crediting to be allowed.*
 - *A signed PFS for the Burger Blend was received on August 14, but was not on the manufacture's letterhead and did not include Attachment A documentation to be in compliance. Laura has requested a valid PFS from the manufacturer.*
 - *On September 13, Laura provided the Brakebush Brothers, Inc. PFS for the chicken chunk (Chik' N' Zips) item certifying that a 2.810 oz portion credits as 2 oz eq.*
- Day 5 was the only day that the 2 oz eq daily minimum serving was met. According to the PFS, a 2 oz serving of the Turkey Salami only credits for 1 oz eq. Since the 3 oz serving credits as 1.5 oz eq, continue to always serve the ½ oz of cheese with the 3 oz serving of Turkey Salami to continue to meet the required daily minimum.

- According to the PFS, a 2 oz serving of the Smoked Turkey (used for the Turkey Ham item) only credits for 1 oz eq. However, pinto beans are served with this meal and credited as meat alternate. Legumes are served two other days during the week and 1 cup of vegetables is credited with this meal. Continue to be mindful of the subgroup requirements.
- The weekly vegetable serving requirements were met, including the required subgroup servings. However, the daily minimum amount was not met on four days per the portion sizes included on the production record. Please remember that leafy greens credit at ½ the volume. So the two days that ½ cup of the salad mix was served, then only ¼ cup was credited. Laura adjusted the production records and menu to show a 1 cup serving of salad mix prior to the on-site review. Per instruction from Laura, vegetables included in the entrée recipes were not credited. However, it is possible that the daily minimum requirement would have been met if those amounts had been added in. If the small amounts of vegetables in entrée recipes are not credited, then the size of the vegetable sides needs to be adjusted.
 - *An updated menu was provided by Trinity Services Group, Inc. on August 16.*
- The production records list 1% chocolate milk on 7/11, 7/13, and 7/16. However, Kendrick confirmed that it is actually fat free chocolate milk that is purchased and served. Laura had adjusted the production records prior to the on-site review to reflect fat free chocolate milk. During the on-site review, inventory records confirmed fat free chocolate milk was purchased. Remember, that all flavored milk must be fat free.
- The following was identified during the day of the onsite review:
 - More information is needed to determine if the pancakes served at breakfast and the rolls served at lunch are a creditable whole grain-rich item. Flour labels were requested to verify ingredients and product origin.
 - *Flour labels were received on August 16 and 22 confirming the flour is creditable.*
 - During the observation at the jail of filling the lunch trays, the SA identified that only ½ cup of the salad mix was being provided. The jail was able to fix the error and add 1 cup of salad mix per the production record to each tray. Kitchen workers will need to be mindful when switching the filling of trays from the adult population to the 3B residents to ensure proper portion size.
 - While observing the lunch trays being filled, the SA identified that trans-fat margarine was being added to the tray with the roll. This was stopped and the trans-fat item was removed from the tray. With Kendrick assisting SA reviewers, his attention was taken from ensuring that kitchen workers were following the production records, so it is understandable if some errors occurred as a result of the lack of direction. However, kitchen workers will need guidance and direction to ensure that they 3B resident trays are filled according to the production record and not how the other trays are filled.
 - *On August 23, Trinity Services Group, Inc. provided guidelines to avoid serving non-compliant foods.*

- CN Labels and Product Formulation Statements (PFS) provide a way for food manufactures to communicate with the SFA about how their products may contribute to the meal pattern requirements. Program operators are ultimately responsible for ensuring menu items meet meal pattern requirements; therefore, the SFA should review documentation and verify crediting before purchasing the product. If the product is purchased and served, the supporting contribution documentation must be maintained on site with menu and production records. During the next review, it will be expected that the SFA will have readily available and on site all labels, compliant fact sheets, and/or PFS for items served.

Civil Rights

- The SFA's procedure for receiving and processing Civil Rights complaints should ensure all complaints associated with Child Nutrition Programs are forwarded to the State agency within three working days. Britany added this procedure to the civil rights binder while SA was on site.

Local School Wellness Policy (LSWP) and School Meal Environment

- LEAs should keep the following supporting documentation on file: A copy of the current local school wellness policy; Documentation demonstrating the local school wellness policy has been made available to the public; The name and title of the school official responsible for developing, implementing, and monitoring the wellness policy; Documentation of the district's efforts to review and update the local school wellness policy, including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate; A copy of the district's most recent assessment on the implementation of the local school wellness policy; Documentation demonstrating the district's most recent assessment on the implementation of the local school wellness policy has been made available to the public.

Professional Standards

- The training standards apply to all contract employees that are involved in the management or operation of the school nutrition programs, regardless of the contract duration.
- USDA has established minimum Professional Standards for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs, effective July 1, 2015. The standards provide annual training requirements for all school nutrition professionals. Britany will begin using the Professional Standards tracking resource provided by the SA.

Procurement

- USDA regulations require that SFA's follow procurement practices that allow for fair and open competition when purchasing any goods or services with funds from the non-profit school food service account. The vended meal service should be made available to allow all responsive and responsible vendors to submit a bid.
- The USDA requires that a school food authority purchase, to the maximum extent practicable, domestic commodities or products. This is accomplished by SFAs including the Buy American provision in solicitations, contracts, and product specifications. A

reply offer to comply with Buy American terms in a solicitation ensures contractors are aware of Buy American requirements.

Food Safety

- All food storage areas must have a temperature log. Please place a thermometer in the dry storage room and record temperatures every day that school is in operation.
- The most recent food safety inspection report must be posted in a publicly visible location.
- To ensure best practice of First In, First Out inventory management, please date all food items in storage with month, day, and year.
- Add the following to the food safety plan: HACCP Bodily Fluids, Food Defense Plan, and SOP for satellite meal service. Ensure the appropriate HACCP manual is available at the satellite site.

Kendrick provided Brittany a copy of his ServeSafe Certification to be posted at the 3B facility.

Reporting and Recordkeeping

- Food service records must be maintained for three years plus the current year to document compliance with program regulations and the service of reimbursable meals. 3B Policy & Procedure Manual (2002) references that foodservice records are maintained for 1 year, yet practice has been to retain records for 7 years.
 - *Policy 3-3 Menus and Records was revised on 8/11/16 and states foodservice records must be maintained for three years plus the current.*

Afterschool Snack Program

- Reviewed the ASSP component requirements and exhibit A for grain crediting. Discussed where to find resources in MyIdahoCNP in Download Forms and in the Idaho School Nutrition Reference Guide at the SDE, CNP website.

Your review is now closed.

At this time there will be no fiscal action. Should you wish to appeal these findings please follow the appeal procedures on the [State Agency Appeal Procedures](#) document.

If you wish to discuss any of these findings, please contact me at (208) 332-6820. Thank you for your support of the Child Nutrition programs.

Sincerely,

Jennifer Butler, MEd, SNS
NSLP Coordinator

Cc: Colleen Fillmore, PhD, RD, LD, SNS, Director, Child Nutrition Programs
Britany Trujillo, FS Director/Admin Secretary, Bonneville County 3B Detention Center

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