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October 25, 2016

Mrs. Lynn Viner, Superintendent
Department of Juvenile Corrections – Nampa Center
1650 11th Avenue North
Nampa, ID 83687

Dear Mrs. Viner,

On October 12, 2016, State Department of Education (SDE) Coordinator Lynda Westphal conducted an Administrative Review of Department of Juvenile Corrections – Nampa 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)
USDA Foods

The Department of Juvenile Corrections – Nampa Center Facility kitchen was reviewed.

The State agency (SA) would like to commend Cheryl Knox and the entire staff 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 accountability 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

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

Finding and Corrective Action Plan (CAP)

Finding 1- Buy American Provision/Procurement

Some products, Mushrooms, Olives, and Jalapenos, were found to be from outside the US. The current bid does not specify the Buy American provision. Since the Jail is going out to bid this year, the Fiscal person asked for wording to go into the bid document.

Timeframe for CAP completion: Completed on site on October 12, 2016.

SFA Response to CAP: On the day of review I sent an e-mail to Cheryl that included the Buy American provision language to forward on to Fiscal Officer to include in bid documents going out this year. Cheryl forwarded this e-mail to Fiscal Officer for inclusion in the upcoming bid. The inclusion of this language will be checked during the next review.

Finding 2 - Afterschool Snack Program

The Afterschool snack program must be reviewed two times per year.

Timeframe for CAP completion: Please review the program and send in the completed Afterschool Snack Review to the State by October 26, 2016.

SFA Response to CAP: The Afterschool Snack Program was reviewed on October 12, 2016. As indicated on the top of the Afterschool Snack Review form, the reviews should happen in January and July from this point forward.

Commendations

- All staff were trained in Serving it Safe and it was apparent. They were all wearing head coverings, washing their hands and taking temperatures of the food regularly. They were also observed positively interacting with the children.
- Cheryl was very organized, making the review go smoothly.

Technical Assistance (TA)

Meal Components and Quantities

- Sept 12 fruit cups at 1/2 cup portion were substituted for 3/4 cup of fresh fruit. Make sure the amount being substituted is equal to the original amount. This made the percentage of juice to fruit go over the 50% requirement.
- Sept 16 bananas were offered as fresh fruit. Per the Food Buying guide, one banana will equal 1/2 cup of fruit no matter what the size. If bananas are part of the menu, the

children must be given two. **A yield study was done on the day of review and the bananas ordered, cut up, did equal one cup – this is not an issue now.**

- Also must have a product formulation statement for all products being used (chili) in order to credit properly. The documentation must be obtained prior to using the product.

Offer versus Serve (OVS)

- Even though training in this area was not documented, it was obvious that they understood OVS. You have a good team. Please document annual training going forward.

Food Safety

- Gave TA on including the bodily fluid cleanup procedures in the HACCP plan.
- Gave TA that the Health inspection must be posted in a publicly visible location. (Posted on the day after the review)

Afterschool Snack

- Two Afterschool Snack Program reviews must be done every year. Would recommend putting on a calendar and doing it the same time every year. (See above finding)

Resource Management

- Recommend that the A.M. cooks and Cheryl's wages be charged to food service, instead of the general fund. The surplus of funds would definitely be expended each year by the posting of these wages.

Local School Wellness Policy

- TA given that the assessment of the Local Wellness Policy must be posted on the website. A sample of the assessment was given to the Food Service Supervisor with a reminder to conduct and post a triannual assessment.

Procurement

- Must include the Buy American provision in bid documents. Per 2CFR 200 this is required due to receipt of federal dollars. Sysco's labels have a statement to see the end of can of product of origin label, yet this is sometimes not listed.

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,

A handwritten signature in black ink that reads "Lynda Westphal". The signature is written in a cursive style with a large initial 'L'.

Lynda Westphal, MHS, SNS

NSLP Coordinator

Cc: Colleen Fillmore, PhD, RD, LD, SNS, Director, Child Nutrition Programs
Cheryl Knox, Food Service Director, DJC – Nampa Center

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