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February 13, 2017

Superintendent Kristin Beck
Hansen School District
550 Main Street South
Hansen, ID 83334

Dear Ms. Beck,

On February 8, 2017, State Department of Education (SDE) Coordinators Jennifer Butler and Lynda Westphal conducted an Administrative Review of Hansen School District for the following United States Department of Agriculture (USDA) programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Fresh Fruit and Vegetable Program (FFVP) at Hansen Elementary
- Special Milk Program (SMP) at Hansen Elementary
- USDA Foods

Hansen Jr./Sr. High School was the school site reviewed.

The State agency (SA) would like to commend Shari Loveless and the entire staff of Hansen School District 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

No findings or corrective action was determined during this administrative review.

Commendations

- The Foodservice Director was well prepared and organized for the review, making it go smoothly. She also had a positive attitude and was open to any feedback or suggestions offered.
- All applications were approved correctly and the benefit issuance list was accurate. No denied applications were in error. This attention to detail is greatly appreciated.
- SA reviewers appreciated the time and cooperation from IT Head for researching and creating a benefit issuance report from the point of service that included the required information.
- The high school principal does a great job tracking fundraisers and had a good understanding of the Smart Snacks requirements.
- The kitchen staff works well with each other and has a well-organized kitchen.

Technical Assistance (TA)

Meal Components and Quantities

- SA Contractor Steffanie Sandoval discovered that daily production records were only showing 1/2 cup of fruit being offered to the students. Students self-serve at the fruit and vegetable bar and the serving utensil is a 1/2 cup. Staff explained that the students are able to take a full cup (2 servings of fruit) and will update their production records to reflect the high school students have 1 full cup of fruit being offered.
 - During the on-site review, SA reviewers confirmed this correction occurred.

Offer versus Serve

- The district's Child Nutrition Handbook needs to be updated in regards to Offer versus Serve (OVS) as old regulations are referenced.

Dietary Specifications and Nutrition Analysis

- SA Contractor needed to obtain updated product formulation statements during her on-site visit. Maintain current documentation for all products.
- Starting October 1, 2017, a new meal pattern is required for PreK. It is suggested that the new meal pattern is started at the beginning of the school year. Begin planning menu now as some nutrition requirements for food items differ from the current K-12 meal patterns.

Resource Management

- Under subsection 12(q) of the Richard B. Russell National School Lunch Act and 7 CFR 210.14(f), SFAs are required to ensure that all revenue from the sale of non-program foods accrues to the non-profit school food service account; and that revenue available to support the production of reimbursable school meals does not subsidize the sale of non-program foods. SP 20-2016 Nonprofit School Food Service Account Non-Program Food Revenue Requirements memorandum provides guidance on the revenue requirements including options for assessing compliance to fulfill the requirements in section 206 of the Healthy, Hunger-Free Kids Act of 2010.

Local School Wellness Policy (LSWP) and School Meal Environment

- On July 29, 2016, the USDA Food and Nutrition Service (FNS) finalized regulations to create a framework and guidelines for written wellness policies established by LEAs. (§210.30) The final rule requires LEAs to fully comply with the requirements of the final rule by June 30, 2017. Federal legislation requires school districts to implement a local wellness policy that must include language:
 - Permitting parents, students, school board, PE teachers, school health professionals, school food service staff, administrators, and community members to participate in the development, implementation, review, and update of the local wellness policy.
 - Identifying wellness policy leadership of one or more LEA and/or school official(s) who have the authority and responsibility to ensure each school complies with the wellness policy.
 - Specifying measurable goals for nutrition education, nutrition promotion, physical activity, and other school-based activities to promote student wellness that are written with consideration for evidence-based strategies.
 - Addressing nutrition guidelines for all foods and beverages sold on the school campus during the school day and for providing school meals that adhere to Federal meal pattern requirements.
 - Identifying nutrition standards for non-sold foods and beverages available during classroom and school celebrations.
 - Stating a policy for food and beverage marketing that allows the marketing and advertising of only those foods and beverages that meet Smart Snacks in School nutrition standards.
 - Addressing an evaluation conducted once every three years of the wellness policy and the extent to which schools are in compliance, how the district policy compares to model wellness policies, and the progress made in attaining local wellness policy goals.
 - Identifying a way to share the wellness policy content and implementation with the public.
- For more information regarding local wellness policies, please visit the Idaho SDE Child Nutrition Programs [School Wellness website](#).

Professional Standards

- The *Cooking Matters* class counts toward the required training hours for staff that attended the class. Please be sure to add this to the employees' tracking logs.

School Breakfast and SFSP Outreach

- SFAs must remind eligible families of the availability of reimbursable breakfasts served under the School Breakfast Program (SBP) multiple times throughout the school year. (7 CFR 210.12 (d)). The director plans to add statement about free breakfast to all students onto the monthly breakfast menu.

Special Provision Options

- Provision 2 Base Year (2012-2013) applications were validated by the SA during renewal and the availability of all required documents was confirmed during the administrative review. Daily meal count records by student name and eligibility are maintained on a thumb drive and all other Base Year records are kept in a box at the elementary school.

Fresh Fruit and Vegetable Program (FFVP)

- The elementary school must widely publicize the FFVP. It is recommended that a blurb be included in the school newsletter. The Facebook page would be another way to promote the program.

Special Milk Program

- It is recommended that the paid milk price for the Special Milk Program is increased for next school year. Also, per the new meal pattern for PreK, chocolate milk will not be allowed next school year.

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
Shari Loveless, Food Service Director, Hansen School District

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