



SHERRI YBARRA
SUPERINTENDENT OF
PUBLIC INSTRUCTION

650 W. STATE STREET
P.O. BOX 83720
BOISE, IDAHO 83720-0027

OFFICE: 208-332-6800
FAX: 208-334-2228
SPEECH/HEARING
IMPAIRED: 1-800-377-3529

11/30/2016

Ms. Lisa Sherick, Superintendent
Jefferson Joint SD
3850 E 300 N
Rigby, ID 83442

Dear Ms. Sherick,

On November 7-8, 2016, State Department of Education (SDE) Coordinators Lynda Westphal and Tamara Donovan conducted an Administrative Review of Jefferson Joint 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)
- USDA Foods

Rigby Middle School and Harwood Elementary School were the school sites reviewed.

The State agency (SA) would like to commend Debra Timm and the entire staff of the Jefferson Joint 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

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

Finding and Corrective Action Plan (CAP)

Finding 1-

Application finding

There were seven applications that were taken using annual income affecting 25 children. These applications must be followed up to determine their monthly income or if they meet the criteria of two special circumstances where annual income reporting is allowed (self-employed or farmers). To date two have been contacted.

There were also six other applications that were determined incorrectly or are missing information. As of today three have responded and an additional three still need to be completed. This results in a 1.14% error rate, which is very good.

Timeframe for CAP completion: November 29, 2016

SFA Response to CAP: All applications were researched and uploaded by November 11, 2016

Finding 2-

Nonprogram Food Revenue Tool finding

The Nonprogram Food Revenue tool was completed for all areas; however, since this is a somewhat new procedure it was not completed correctly. Gave TA on how to break out the costs and use the tool (the elementary tool was corrected by the State agency and uploaded into the review documents for a reference). The middle school and high school will need to be broken out by line and completed for upload and review.

Timeframe for CAP completion: November 29, 2016

SFA Response to CAP: Uploaded complaint tools on November 11, 2016

Finding 3-

Wellness Policy

The Wellness Policy and what the schools are doing needs to be brought into compliance with the regulations. The middle school store was observed to have numerous non-compliant Smart Snack options, which would make them out of compliance with the current Wellness policy. Please send a plan for bringing the Wellness Policy into compliance by June 30, 2017, and upload and review.

Timeframe for CAP completion: November 29, 2016

SFA Response to CAP: Wellness Policy timeframe to come into compliance was uploaded on November 10, 2016

Commendations

- The SA commends Debbie on completing a majority of her POS counting reviews using the new form prior to the due date of Feb 1st. Her willingness to go above and beyond is evident.

- The Pizza Salad bar at the Middle School was set up superbly! The vegetable colors were alternated (red and green, for the most part) so it followed the Smarter Lunchroom Movement by having the children see it first and have it visually appealing.
- At Harwood Elementary School, a variety of fruit was offered in an appealing manner at lunch. Students enjoyed the option of selecting fruit and there was very little waste.

Technical Assistance (TA)

Certification and Benefit Issuance

- Annual income should only be taken in the cases of farmers and self-employed individuals. In no instance should a tax form be accepted.

Dietary Specifications and Nutrient Analysis

- Remove Kix cereal from menu as insufficient portion size to credit as grain component
- Adjust recipes to add clarity and standardize
- Ensure production records and back up documentation are accurate and are in alignment with production records and daily & weekly menu contribution reports
- Update daily / weekly menu contribution reports (crediting for grain and meat/meat alternate oz eq and whole grain oz eq)

Offer Versus Serve

- Make sure children leave the line with the minimum amount of fruit or vegetable. Three meals at the middle school were observed to leave the line with only three cherry tomatoes or three pea pods, which is not enough.

Food Safety

- Observed trays of fresh produce being placed on other trays of fresh produce. Without a barrier, this could contaminate the vegetables in the lower tier. Please train the staff on how to protect the vegetables.
- At Harwood Elementary School, best practice is to label all food items with product name for identification, especially in regards to a food recall. Food items in the freezer need to have identification.
- At Harwood Elementary School, food items in dry storage were stored in boxes directly on the floor; store food items 6 inches off the floor for food safety.
- At Rigby Middle School, do not store the cans of grease on top of boxes of products in the freezer. Make sure they are stored on a pan that can be washed.

Fresh Fruit and Vegetable Program

- The State agency caught an error on the September FFVP claim. Consider having someone check for accuracy after it has been submitted.

Civil Rights

- School Foodservice Authority staff who interact with program applicants or participants (i.e., cafeteria staff, Free and Reduced Application approval staff) and their supervisors as well as the Hearing Official must have annual civil rights training. The superintendent, who is the Hearing Official, completed civil rights training while the SA was on site.
- Please ensure that the old "And justice for all posters" are removed from every kitchen.

Local School Wellness Policy

- 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 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:
<http://www.sde.idaho.gov/cnp/hne/wellness.html>

Smart Snacks

- All fundraisers, both exempted and compliant, must be tracked. Per state policy, a maximum of 10 exempted fundraisers per school site per year may be approved by the school administrator. An exempted fundraiser can be for a maximum of four consecutive school days. All exempted fundraisers beyond 10 must be pre-approved by the State agency using the Request form. (7CFR 210 (b)(2)) Details available at <http://www.sde.idaho.gov/cnp/sch-mp/snacks.html>. Harwood ES continues to have popcorn fundraisers which are not being tracked; during SY 2016-17, the PTO popcorn fundraiser has decreased in frequency to one Friday per month per Debbie Timm. Debbie has provided Smart Snack information to the principal, including the need to track fundraisers.

- Discussed the products at the store in Rigby Middle School that are not Smart Snack Compliant and the reason why this is needed. Since Food Service is required to follow healthy food guidelines, it is not equitable for the store to sell non-compliant products. This should be counted as the majority of non-exempt fundraisers, which is limited at 10 per year unless a waiver is granted from the State agency.
- The vending machine in the middle school contained Sobe Zero Water, a flavored non-calorie beverage, which is unallowable in middle schools per the Smart Snacks regulations.

Procurement

- Each SFA is required to purchase domestic agricultural commodities, or products that are produced and processed substantially using agricultural commodities, which are produced in the United States or territories, as applicable (7 CFR 210.21 (d)). Products in the storeroom were assessed for the country of origin and Saf yeast, a product of Mexico, was found to be out of compliance.

Special Provision Options

- The State agency did a desk review of Jefferson Alternative High School and the documents have been retained on site. Please keep all documents as long as you are on the program.

Nonprogram Food Revenue Tool

- Gave TA on how to complete the nonprogram food revenue tool for the Middle School. The HS was completed on a different tool and the MS will be combined into this one. This will be required to upload by the due date of November 28th.

Your review is now closed.

The amount of fiscal action is \$103.86, which is below the \$600 threshold and will be disregarded. 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,



Lynda Westphal, MHS, SNS
NSLP Coordinator

Cc: Colleen Fillmore, PhD, RD, LD, SNS, Director, Child Nutrition Programs
Debra Timm, Food Service Director, Jefferson Joint School District

“This institution is an equal opportunity provider”