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February 15, 2017

Superintendent Dr. Becky Meyer
Lakeland School District
15506 North Washington St.
Rathdrum, ID 83858

Dear Dr. Meyer,

On January 9-11, 2017, State Department of Education (SDE) Coordinators Lynda Westphal and Teresa Goodsell and USDA Program Specialists Michelle Chirby and Sarah Stever conducted an Administrative Review of Lakeland 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 John Brown Elementary
- USDA Foods

John Brown Elementary, Garwood Elementary, and Timberlake Jr. High School were the school sites reviewed.

The State agency (SA) would like to commend Kevin Doyle, Sheryl McCoy and the entire staff of the Lakeland 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- Homeless Lists

The Food Service Department was getting the Homeless Form from the family declaring that they were Homeless. The Food Service (FS) should get a list of children from the Homeless Liaison signed and dated, not the individual forms from the family unless they are signed and certified by the appropriate official prior to the District Office sending them.

Timeframe for CAP completion: January 25, 2017

SFA Response to CAP: Resolved as of December 16, 2016, when the Assistant Superintendent began signing lists then sending them to the FS office.

Finding 2- Civil Rights

School Foodservice Authority staff who interacts 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 Business Manager is listed as the Hearing Official so must have USDA civil rights training. Training is available at the SA [website here](#). Required Corrective Action: Upload a dated sign in sheet to provide documentation that the Hearing Official received civil rights training.

Timeframe for CAP completion: January 25, 2017

SFA Response to CAP: The Business Manager was trained in December before he left the employment of the District. The new Business Manager, when hired, must be trained in Civil Rights.

Finding 3- Free and Reduced Price Process

Several applications listed zero income - which is allowed per regulations, however due to the number of them in the statistical sample, follow up was required. In addition, several applications had fewer names listed than the number of household members reported on the application. The district must follow up on those applications with differing household members to confirm meal benefit status.

Timeframe for CAP completion: January 25, 2017

SFA Response to CAP: By January 11, 2017 date, all households responded to the request for more information and none had a change in benefit status.

Finding 4- Certification and Benefit Issuance

Per the Administrative Review Manual, the USDA Non-Discrimination Statement must be included on documents referencing USDA Child Nutrition Programs. The short statement, "This institution is an equal opportunity provider", is for use on documents less than one page (double-

sided) in length; the long statement is for use on longer documents and can be found on the CNP website under Civil Rights. The Verification letters had two different statements on them. Update all letters to include the correct non-discrimination statement and upload a copy into MyIdahoCNP Review Attachments.

Timeframe for CAP completion: January 25, 2017

SFA Response to CAP: District contractor updated all the letters on January 11, 2017, to reflect the correct non-discrimination statement.

Finding 5- Procurement/Buy American Provision

Each SFA is required to purchase domestic agricultural commodities or products that are produced and processed substantially using agricultural commodities that 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 were found to be out of compliance (products observed: mushrooms from Canada, cucumbers from Mexico, and tuna from Thailand). If a product from another country is sourced, then the foodservice supervisor must have proof that the domestic product is not available in the USA or is significantly higher in price. Include the Buy American Provision in SFA solicitation documents for the purchase of commercial foods. The Food Service Director and Kitchen Manager must check products upon receipt and not accept products that do not comply with the Buy American Provision without documentation to justify the exception (exorbitant pricing or product shortages). This also applies to catering per guidance memo SP24-2016, question number six.

Timeframe for CAP completion: January 25, 2017

SFA Response to CAP: District contractor contacted vendor for cucumbers and was informed by e-mail that cucumbers are only available from Mexico at this time of year. Mushrooms are available in Oregon, but currently they are covered in snow. Mushrooms from Canada are the only option currently. There are no processors that can certify that over 50% of the tuna comes from US waters. The SA provided technical assistance that tuna will be available from USDA foods in the coming year.

Finding 6- Resource Management

Eighty-five percent of the garbage bill and 100% of the electric and gas bills at the Food preparation/preschool building were charged to Food Service. Provide an explanation of the methodology used to come to this calculation for garbage and give justification on why the kitchen is totally responsible for the cost of electric and gas, when the Preschool is also using the building.

Timeframe for CAP completion: January 25, 2017

SFA Response to CAP: Per e-mail from Ms. Happeny, District Treasurer, the district is no longer going to charge the Food Service Program for garbage. They are going back to the beginning of this fiscal year and moving all garbage expenses from Food Service to the General Fund. Starting next year, the Preschool is moving to another building and foodservice will be responsible for all of the utility payments at this building.

Fiscal Action

Due to benefit issuance errors of 2.45% being corrected immediately, fiscal action results in \$6.70. However, since this amount falls under the \$600 threshold for each program, the fiscal action will be disregarded and no financial adjustment will occur.

Commendations

- Thank you to both Kevin and Sheryl for their hard work and diligence in operating the Food Service Program. It is apparent that they want it to run smoothly and in compliance. Sheryl corrected everything as soon as possible for the review to make sure there was nothing outstanding.
- The State agency appreciated Rhonda's willingness at Garwood Elementary to correct anything we saw out of compliance (which nothing needed to be corrected). She was also willing to change her milk line to utilize Smart Snack principles, however almost all of the children took the chocolate milk anyway.
- Jill Paul at John Brown Elementary makes each student feel important by greeting them by name as they come through the line.
- The Fresh Fruit and Vegetable Program is promoted very nicely and integrated thoroughly into class time. Teachers and Principal Asher engage with the students about the foods they are enjoying.
- Carol Peery Timberlake Jr. High. did a fantastic job of ensuring that each student took a reimbursable meal in record time - 8 minute meal service time for over 130 students. She is extremely efficient and works well with the students.
- All of the menus and nutrient analysis were in compliance and did not need further correction.

Technical Assistance (TA)

Certification and Benefit Issuance

- Several applications listed more household members in the number than names listed on the Free and Reduced Application. Follow up is required on applications with differing household names/numbers.

Verification

- When the Verification letter was sent on Nov 14th, the Appeal Rights date listed was Nov 11th. Make sure the date accurately reflects the date appeal rights need to be filed.

Offer versus Serve

- Five students left the breakfast meal service line at John Brown Elementary with only two of three required components. Alternatives were discussed; children will set their things down at the tables before proceeding to the meal service line so that the food service staff at the end of the line can see that the children left with all three required components.

Dietary Specifications and Nutrient Analysis

The following TA was provided by SA independent contractor Hope Hale, RD, LD, who conducted the menu analysis:

- Review the sodium content of school meals in advance of the Target 2 sodium levels.

Meal Components and Quantities

- Gave TA to put the meal components met by each of the menu items on the menu board.

Food Safety

- Best practice is to label all food items with product name for identification, especially in regards to a food recall. Food items removed from case/lot (chicken patties, fajita meat, sausage patties in plastic bags) should be labeled with dates and product information.

Afterschool Snack Program (ASSP)

- Schools may claim reimbursement for one full snack, per child, per day. At West Ridge Elementary School, a substitute employee planned to provide a second snack to two students who were enrolled in both afterschool programs; this is double claiming which is unallowable. Because of this concern, the State agency conducted a more thorough review of the review month records to determine if unallowable snacks were claimed during the month of December for students enrolled in both afterschool programs. One program was offered four days a week, and the other only two days a week. It was discovered that three students were enrolled in both afterschool programs. The attendance rosters and production records from both programs were compared. There was no indication that more than one snack per student was claimed. However, the SA requested that the SFA follow up with all persons involved in the ASSP to ensure they understand the requirements, especially as they apply to the unique situation of students enrolled in two programs.

Resource Management

- District should consider applying for an indirect cost rate at the State Department of Education.

Civil Rights

- Gave TA that the lactose intolerant menu should not have juice instead of milk. This menu should be modified to include lactose free milk which follows the specific nutrient profile of milk or allow Offer versus Serve to guide students with this disability.
- Make sure that if there are any changes in the Civil Rights statement, you change all the letters and menus to reflect this change.

Local School Wellness Policy

- All Local Education Agencies (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.

Procurement

- The SA recommended including language in procurement documents regarding country of origin for food products; if the product is sourced from outside of the USA, then the responder must include prices of American products, or note that the product is not produced in the USA in sufficient quantities. Please refer to Guidance Memo SP24-2016.
- Catering contracts have to follow the Buy American provision as well.

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,



Lynda Westphal, MHS, SNS
NSLP Coordinator

Cc: Colleen Fillmore, PhD, RD, LD, SNS, Director, Child Nutrition Programs
Cindy Happeny, Treasurer, Lakeland School District
Kevin Doyle, Food Service Director, Chartwells

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