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March 21, 2017

Superintendent Mike Smith
Richfield School District
555 N Tiger Dr.
Richfield, ID 83349

Dear Mr. Smith,

On January 25, 2017, State Department of Education (SDE) Coordinators Tamara Donovan and Lynda Westphal conducted an Administrative Review of Richfield School District for the following United States Department of Agriculture (USDA) programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Afterschool Snack Program (ASSP)
- USDA Foods

Richfield School was the school site reviewed.

The State agency (SA) would like to commend Jeanette Swainston and the entire staff of the Richfield 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- Civil Rights

School Foodservice Authority staff that 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. Superintendent Mike Smith is listed as the Hearing Official and so must have USDA civil rights training. Training is available at the [SA Civil Rights website](#). Upload a dated sign in sheet to provide documentation that the Hearing Official received civil rights training.

Timeframe for CAP completion: February 8, 2017

SFA Response to CAP: Superintendent Smith completed and documented civil rights training while the SA was on site.

Finding 2- Certification and Benefit Issuance

Two applications (six students) had discrepancies between the household number indicated and the actual number of names listed on the application, so the applications are considered incomplete.

Last school year's eligibility status can carry over 30 operating days into the new school year, however one student's meal status continued as Free after the carry over period ended since the household did not submit an income application for determination and the student did not appear on the DC list. (7CFR 245.6)

Contact the households to obtain the information; re-determine, send out notification letters, and update the benefit issuance as applicable.

Change the student to Paid on the benefit issuance list. A notice of adverse action is not required as eligibility was not established for the current school year. (7CFR 245.6)

Timeframe for CAP completion: February 8, 2017

SFA Response to CAP: While the SA was on site: Food service contacted the two households and obtained the required information, resulting in no change in meal benefit status for the six students. Food service changed the student mistakenly receiving Free benefits to Paid status.

Based on an administrative error of 6.48% associated with certification and benefit issuance, the SFA will be required to continue to conduct a second review of applications for school year 2017-18, and continue until further notice. A second review of applications requires a re-evaluation by the Confirming Official of the eligibility determination made by the Determining Official, based on the information provided by the household on the application, as well as the completion of the Second Review of Applications report in MyIdahoCNP. Depending on the outcomes of this second review, the SFA may be required to complete this process until the next administrative review. Please reference the Independent Review of Applications section in the Eligibility Manual.

Finding 3- Meal Components and Quantities

Students were confused at breakfast, thinking the yogurt container with a picture of fruit on top satisfied the requirement of selecting fruit at breakfast (SA observed eight non-reimbursable breakfasts due to no fruit/juice).

Develop a plan and email it to the SA explaining how this will be corrected, to ensure that students selecting breakfast have a reimbursable meal.

Timeframe for CAP completion: February 8, 2017

SFA Response to CAP: On January 26, 2017, the SA received an email addressing this finding, but detail was needed in the plan. On February 3, 2017, the following detailed plan was emailed to the SA: *When we serve yogurt we are planning to post a sign that states yogurt does not count as a fruit option, so the student must also take a fruit item. We are purchasing a back of the house yogurt machine. We plan on serving the yogurt in 4oz and 6oz serving cups to make sure we meet the portion sizes. We think these steps will insure there is no confusion and all the components are met for a reimbursable meal.*

Finding 4- Meal Counting and Claiming

Adult meals were included in the claim for reimbursement. Adult meals are ineligible for reimbursement. Removing adult meals from the claim increases the Free meal percentage. (7 CFR 210.7c1v)

The SA will correct all SY 2016-17 claims to date and will determine fiscal action. As this is a Provision 2 Breakfast base year, fiscal action disregard cannot be applied.

Timeframe for CAP completion: Not applicable, SA to complete

Fiscal Action

The SA determined the claim adjustment for breakfast to be \$122.13 and the claim adjustment for lunch to be \$442.42. A total of \$564.55 will be recovered during future claims for reimbursement. The \$600 disregard does not apply when a Provision 2 base year review is being conducted in conjunction with the administrative review (2016 Administrative Review Manual). Additionally, claiming adult meals for reimbursement is a repeat finding.

Commendations

- The food service staff was open to recommendations and suggestions on how to improve compliance in the school meal programs. They were friendly, prepared, and worked well as a team to serve students, preparing and presenting a beautiful meal.
- Jeanette has a good grasp of the menus, evidenced by the fully compliant meal compliance certification worksheets.
- Connie was very exacting when measuring French fries. She weighed every one of the portions to ensure they met the requirements.
- New signage describing the menu choices was posted in the hallway. This school meal promotion is welcoming to students and may lead to increased meal participation. The sign was purchased using funds obtained through a grant awarded to the food service- great job seeking out and applying for grant opportunities!

Technical Assistance (TA)

Certification and Benefit Issuance

- The State agency recommends that Free and Reduced Applications be date stamped upon receipt to allow students to receive benefits as of the date of receipt as opposed to the date of determination (SP11-2014). Additionally, the date stamp will document that eligibility was determined within the ten operating day window.
- Confirming, Determining, and Hearing Officials must be three separate individuals. The Hearing Official must be at a higher administrative level than the Determining and Confirming Officials. All three must receive annual USDA civil rights training.
- Superintendent Mike Smith has been acting as the Confirming Official, but he is also listed as the Hearing Official. The sponsor revised duties so that Mr. Smith is the Hearing Official, Ms. Long the Determining Official, and Ms. Swainston the Confirming Official.
- Document the Free category (application, DC, categorically eligible) on the Benefit Issuance List. If a student is certified as homeless, migrant, foster, or runaway please update the list to reflect the reason/category for the Free status. If an income application lists a SNAP number but the student is neither on the DC list nor eligible for DC extension, list the student as Free SNAP App, not as DC.
- When an income application is determined, the notification letter sent to households must contain the correct contact information for the Hearing Official.
- The second review of applications report needs to be completed. MyIdahoCNP was experiencing technical difficulties; SFA will complete the report once it becomes available.

Verification

- The Eligibility Manual states, "All households for whom benefits are to be reduced or terminated must be given ten calendar days' written advance notice of the change." Verification letter templates are found in MyIdahoCNP under Download Forms.

Meal Components and Quantities

- While there is no required time for children to eat breakfast in the NSLP/SBP programs, six minutes for the high school students is too little time for them to eat, resulting in a lot of food being discarded.

Food Safety

- The Idaho Department of Health & Welfare updated the Food Code to come in line with the current FDA Food Code. This includes a new requirement that all food safety plans must include a procedure for cleaning up bodily fluids. Please place this plan in the Food Safety Manual.

Civil Rights

- The SA clarified the USDA long non-discrimination statement wording and reminded the SFA that the long statement is used on documents longer than one page (double-sided) in length, such as the food safety plan. Documents that are one page (double-sided) may use the short statement, "This institution is an equal opportunity provider." The long statement is found on the [SA Civil Rights website](#).

- The SA provided TA regarding the proper public release to use for Provision 2 breakfast schools; template located in MyIdahoCNP under Download Forms and done during annual renewal.
- The SA explained that a student with a milk allergy should have soy milk in place of regular milk to comply with USDA regulations.
- Ensure the civil rights complaint log is dated annually, with a new log started each year. If no complaints were received, best practice is to write "No complaints" on last year's log. Documents must be kept on file for three years plus the current year.

Local School Wellness Policy

- The Wellness Policy notes a revision date of March 19, 2012. 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. The final rule requires LEAs to begin developing a revised local school wellness policy during School Year 2016-2017. LEAs must 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.
- The SA provided "A Guide to Smart Snacks in School".
- For more information regarding local wellness policies, please visit the Idaho SDE Child Nutrition Programs [School Wellness website](#).
- Heather Blume, Coordinator of Nutrition Assessment and Promotion at the State Department of Education, is an excellent resource for guidance and questions related to the Wellness Policy: hblume@sde.idaho.gov, 208.332.6902.

Professional Standards

- The United States Department of Agriculture 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. It is required that some form of documentation be kept on file to show Professional Standards compliance; options include the FNS online tracking tool at <http://www.fns.usda.gov/school-meals/professional-standards> and two Professional Standards tracking resources available in MyIdahoCNP under Download Forms in the Professional Standards section.

Resource Management

- Food service staff shops at local stores and submits a receipt for reimbursement. This is allowable; however this needs to be included in the written procurement plan, outlining who has authority to make food service purchases.
- To provide clarity during edit checks within the district and aid reviewers, please include more detail in the financial report (food vs supplies, SNP vs FFVP).

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. USDA program records from 2012-13 and prior may be destroyed. Financial records may have to be kept longer, please check regulations before destroying these documents. Per 7 CFR 245.9, Provision 2 base year records must be retained during the period the provision is in effect, including all extensions, plus three fiscal years after the submission of the last Claim for Reimbursement which employed the base year data.

Your review is now closed.

Fiscal action totaling \$564.55 will be recovered from future claims for reimbursement. 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 continued support of the Child Nutrition Programs.

Sincerely,



Tamara Donovan, RD, LD, SNS
NSLP Coordinator

Cc: Colleen Fillmore, PhD, RDN, LD, SNS, Director, Child Nutrition Programs
Jeanette Swainston, Food Service Director, Richfield School District

“This institution is an equal opportunity provider”