



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

March 14, 2017

Bryan Jolley
Shelley School District
545 Seminary Ave.
Shelley, ID 83274

Dear Dr. Jolley,

On March 10, 2017, State Department of Education (SDE) Coordinators Tamara Donovan and TJ Goodsell conducted an Administrative Review of Shelley School District for the following United States Department of Agriculture (USDA) programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Special Milk Program Riverview Elementary School
- USDA Foods

Sunrise Elementary School was the school site reviewed.

The State agency (SA) would like to commend Theresa Bateman and the entire staff of the Shelley 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- *Certification and Benefit Issuance*

One free and reduced income application (1 student) contained discrepancies with the number in the household documented and the actual number of names listed; household number is a determining factor in meal benefit income eligibility. Contact the household, correct/complete the application and determine if there is a change in benefit status. Free meal benefits were extended to the other student in the household for a short time. When a foster child joins a family, only this student qualifies for free meal benefits.

Timeframe for CAP completion: March 31, 2017

SFA Response to CAP: For the first situation, while the SA was on-site, the Food Service Director contacted the family and confirmed the number in the household. There was no change in meal benefit status. In the second situation, the SFA realized the error and returned the benefit issuance to reduced meal benefit status before SA on site review.

Commendations

- The Food Service Director was well prepared for the State agency on-site review. All necessary documentation was organized and ready for review and she was available to answer questions and provide clarification. The time and work put into preparing for the review allowed the reviewers to work efficiently.
- Copying the sign-in sheet for each employee and highlighting their name for the employee's professional standards' file is a best practice; keep up the excellent training tracking.
- At Sunrise Elementary School, staff wore appropriate hair restraints as required per Idaho Food Code. Serving pans were propped up on the service line at an angle allowing students to see the food items and easily reach.
- The elementary school celebrated National School Breakfast week with student coloring sheets on display in the cafeteria. Additionally, it is a great practice to have not only today's menus posted, but also to promote the following day's menus.
- The principal at Sunrise Elementary provided matching T-shirts for food service staff and the teachers at the school. It was nice to see that these hard working ladies are recognized as key members of the school.
- The kitchen manager at Sunrise made homemade rolls for students in the morning; rolls were used as bun for one meal choice and rolls for the second meal choice. This practice provides enticing aromas from the cafeteria which encourages participation. The rolls looked fantastic!
- Food service employees at Sunrise were extremely helpful and friendly to all the children. They spoke with a kind tone and knew the children by name, making them feel appreciated and special. Respect is demonstrated by the staff and by the students. Great job by all.

Technical Assistance (TA)

Certification and Benefit Issuance

- Notification letters must contain correct appeal information. Please see samples in Download Forms and update. This was accomplished prior to SA arrival.
- In shared custody situations, both households may list the student(s) on income eligibility applications.

Verification

- Change in benefit notification letter should allow 10 calendar days before the change of a student's eligibility when an application is part of the verification pool.

Food Safety

- Hickory smoke liquid seasoning was past the Best if Used by Date of January 2016.

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 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.

- Confirm Wellness Policy information regarding Foods and Beverages Sold in Schools to reflect new Smart Snacks regulations. 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:
<http://www.sde.idaho.gov/cnp/hne/wellness.html>
- 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.

Resource Management

- SFAs must ensure that all monies in the food service account are used for allowable purchases; retirement parties are unallowable expenses. The Food Service Director paid back \$193.97.

Your review is now closed.

At this time there will be no fiscal action. 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,



Tamara Donovan, RD, LD, SNS
NSLP Coordinator

Cc: Colleen Fillmore, PhD, RD, LD, SNS, Director, Child Nutrition Programs
Theresa Bateman, Food Service Director, Shelley School District

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