



Certified Mail Receipt #7013 1710 0000 9755 9481

December 5, 2017

Mr. Gary Pflueger, Superintendent
Boundary County School District #084
7188 Oak Street
Bonners Ferry, ID 83805

Dear Superintendent Pflueger,

On November 9, 2017, State Department of Education (SDE) Coordinators Lynda Westphal and Jennifer Butler conducted an Administrative Review of Boundary County 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 Valley View Elementary School
- USDA Foods

The sites reviewed were Boundary County High School and Valley View Elementary School for the Fresh Fruit and Vegetable Program.

The State agency (SA) would like to commend Tammy Schneider and the entire staff of Boundary County 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, 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:

Findings and Corrective Action Plan (CAP)

Finding 1 – Benefit Issuance Errors

Several applications were missing, or missing income from a family member. Please upload each of the letters sent to families for reduction or increase of benefits. One application selected for verification was determined on net income (from the check stub) not the gross (total) income. This application moves from free to reduced. This resulted in a 6.39% error rate

Timeframe for CAP completion: November 30, 2017

Sponsor Response to CAP: Letters were sent on the day of review November 9, 2017. This CAP is completed.

Finding 2 – Provision 2

Provision 2 Base Year (SY10-11) benefit issuance was previously validated by the SA on 12/08/10. However, during the administrative review, the retention of all required Provision 2 documentation for base year 2010-2011 for Bonners Ferry HS, Boundary County JHS, Mount Hall ES, and Naples ES could not be confirmed due to missing records. The SFA was given a due date of November 30, 2017, to locate and submit the missing records to the SA. Since the required base year records have not been maintained, the SA would generally require the district to immediately return to standard counting and claiming procedures and calculate fiscal action. However, the SA is extending previous USDA guidance and allowing the SFA to continue their claiming procedure until Christmas Break (December 21, 2017).

Timeframe for CAP completion: November 30, 2017

Sponsor Response to CAP: The Food Service Director notified the reviewer that they would begin standard counting and claiming in January.

Finding 3 – Verification

An incorrect letter was sent out by the district asking for SSN which has not been a requirement for several years. Use the Verification letter found in the Eligibility Manual for School Meals. Use the letters in the Eligibility Manual or the templates from NutriKids. Please correct these as soon as possible, or by the deadline.

Timeframe for CAP completion: November 30, 2017

Sponsor Response to CAP: Tammy worked with NutriKids to correct these letters and uploaded them into MyIdahoCNP on November 14, 2017 to be used from this point forward.

Finding 4 - Food Safety

Food Service Directors must have at least eight hours of food safety training every five years.

Due Date for CAP Completion: November 30, 2017

Corrective Action Response: The Institute for Child Nutrition certificate of completion for 8 hours training was uploaded in the Administrative Review documents.

Fiscal Action

Due to the large number of application errors the amount of fiscal action was determined to be \$1,274.64, which will be recovered from a future claim.

Commendations

- Each month, the FFVP claim includes comments that are greatly appreciated by the SA. The comments explain what the kids are learning about in step with what they are being served. FFVP is an opportunity to further nutritional education and Tammy often provides handouts to support learning, even when not required.
- The staff does a great job of following the planned menus and utilizing the production records appropriately - including excellent documentation of leftovers and usage of leftovers. They are able to serve a large amount of food out of a very small kitchen due to their organizational skills.
- The high school kitchen and cafeteria was very clean and organized.
- Tisha Whatcott, RD, LD, Independent Contractor for the SDE observed that Tammy was well organized and had all the paperwork that was needed to conduct the nutrition portion of the review readily available

Technical Assistance (TA)

Certification and Benefit Issuance

- It would benefit Tammy to have another person checking the applications to avoid the application errors found.

Verification

- When performing Verification of Free and Reduced Applications, the Confirming Official cannot be the same person as the Determining Official (the person who approves the application). There must be another person checking the application prior to sending out the letter for Verification. Although NutriKids is considered the Confirming Official and Tammy the Determining Official, Tammy enters the application data into NutriKids for determination. Next year, it would be advantageous to have a separate person double check the applications after entering into NutriKids.

Offer versus Serve

- The Food Service Director might want to have an Offer versus Serve refresher course for staff.

Food Safety and Buy American Provision

- Starting July 1, 2018, the Idaho Food Code requires a Person in Charge to demonstrate knowledge of food safety practices by completion of one of the examinations and courses that meets the demonstration of knowledge requirements in Section 2-102.11 of the Idaho

Food Code. A list of approved courses can be found on the Department of Health and Welfare website under Food Protection.

Resource Management

- The Nonprogram Food Revenue Tool must be completed for both breakfast and lunch every year.

Civil Rights

- Update the short Civil Rights Statement on all documents to the correct non-discrimination statement “**This institution is an equal opportunity provider**”.
- Update the Civil Rights complaint procedure for all schools and train staff on it.
- Add the full non-discrimination statement to the bottom of the webpage.

Professional Standards

- The Director is required to track training hours for her staff in order to track professional standards to ensure staff is meeting the required training hours. Tammy plans to use the SA Excel tracking log.

Provision 2

- Provision 2 Base Year (SY11-12) benefit issuance was previously validated by the SA on November 14, 2011 for Valley View Elementary School. The retention of all required Provision 2 documentation for base year 2011-2012 for Valley View ES only was confirmed during this 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 file cabinet at the elementary school. The current Provision 2 cycle expires at the end of SY17-18. If you wish to continue with Provision 2 breakfast, you must contact the SA prior to the expiration date to see if you qualify for an extension.

Reporting and Recordkeeping

- Breakfast POS (point of service) on-site reviews are covered in 7 CFR 220.11(d)(1) which states: every school year, each school food authority with more than one school shall perform no less than one on-site review of the breakfast counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) of this chapter, as specified by FNS, for a minimum of 50% of schools under its jurisdiction with every school within the jurisdiction being reviewed at least once every two years. The Food Service director reviewed 100% of breakfasts and does not need to do so many.

Procurement

- The Procurement Review completed by Keddington & Christensen, LLC identified areas that need to be addressed in the current procurement policies. This letter was provided to the school district earlier this school year and should be used to update the district policy.

Your review is now closed.

Fiscal Action in the amount of \$1,274.64 will be recovered from a future claim. Appeal procedures are found on the State Agency Appeal Procedures document attached to this letter.

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,

A handwritten signature in cursive script that reads "Lynda Westphal". The signature is contained within a rectangular box.

Lynda Westphal, MHS, S.N.S.
NSLP Coordinator

cc: Colleen Fillmore, Ph.D., R.D.N., L.D., S.N.S., Director, Child Nutrition Programs
Tammy Schneider, Child Nutrition Director, Boundary County SD

This institution is an equal opportunity provider.



State Agency Appeal Procedures Administrative or Follow-up Review

School food authorities may appeal the denial of all or part of a Claim for Reimbursement or withholding payment arising from administrative or follow-up review activity conducted by the State Agency under 210.18 of this part.

The appeal process outlined in 7 CFR 210.18 (p) reads as follows:

1. The written request for a review shall be postmarked within 15 calendar days of the date the appellant received the notice of the denial of all or a part of the Claim for Reimbursement or withholding of payment, and the state agency shall acknowledge the receipt of the request for appeal within 10 calendar days;
2. The appellant may refute the action specified in the notice in person and by written documentation to the review official. In order to be considered, written documentation must be filed with the review official not later than 30 calendar days after the appellant received the notice. The appellant may retain legal counsel, or may be represented by another person. A hearing shall be held by the review official in addition to, or in lieu of, a review of written information submitted by the appellant only if the appellant so specified in the letter of request for review. Failure of the appellant school food authority's representative to appear at a scheduled hearing shall constitute the appellant school food authority's waiver of the right to a personal appearance before the review official, unless the review official agrees to reschedule the hearing. A representative of the state agency shall be allowed to attend the hearing to respond to the appellant's testimony and to answer questions posed by the review official;
3. If the appellant has requested a hearing, the appellant and the state agency shall be provided with at least 10 calendar days advance written notice, sent by certified mail, return receipt requested, of the time, date and place of the hearing;
4. Any information on which the state agency's action was based shall be available to the appellant for inspection from the date of receipt of the request for review;
5. The review official shall be an independent and impartial official other than, and not accountable to, any person authorized to make decisions that are subject to appeal under the provisions of this section;
6. The review official shall make a determination based on information provided by the state agency and the appellant, and on Program regulations;
7. Within 60 calendar days of the state agency's receipt of the request for review, by written notice, sent by certified mail, return receipt requested, the review official shall inform the state agency and the appellant of the determination of the review official. The final determination shall take effect upon receipt of the written notice of the final decision by the school food authority;
8. The state agency's actions remain in effect during the appeal process;
9. The determination by the state review official is the final administrative determination to be afforded to the appellant.

Appeals must be directed to:
Brandon Phillips
Financial Specialist, Public School Finance
State Department of Education
PO Box 83720
Boise, Idaho 83720-0027
(208) 332-6983
E-mail: bcphillips@sde.idaho.gov

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.