



May 3, 2019  
Bradley Petersen, Co-Director  
Future Public Charter School  
511 E 43rd St  
Garden City, ID 83714

Dear Mr. Petersen,

On February 15, 2019, State Department of Education (SDE) Coordinators Heather Blume and Tamara Donovan conducted an Administrative Review of Future Public Charter School for the following United States Department of Agriculture (USDA) programs:

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

The site reviewed was Future Public Charter School. The State agency (SA) would like to commend Bradley Petersen and the staff of Future Public Charter School 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.

This was the SA determined finding and the SFA response to the finding:

## Finding and Corrective Action Plan (CAP)

### Certification and Benefit Issuance

One application, impacting one student, was missing household names.

**Corrective Action:** Call the family and determine the names of the adults and indicate whether they contribute income to the household.

**Due Date for CAP Completion:** March 1, 2019

**Corrective Action Response:** The missing information was collected while reviewers were onsite.

## Commendations

- Future Public School contracts with the Boys and Girls club for meal services. Commendations are due for menu quality. The school population is diverse with dietary restrictions due to personal or religious practices. The menu planner accommodates all needs through a single menu, utilizing poultry products in place of beef or pork. The environment is inclusive of all students and the menu varied.
- The kitchen facility is clean, organized (by different program inventory areas), and food service staff were observed following food safety practices during meal prep and service.
- The environment is warm and friendly. Students enjoy meals with fresh fruits and vegetables. The menu planner circulates around the cafeteria checking student acceptance of menu items.
- Outstanding job meeting all the requirements for the meal pattern. All daily and weekly meal component and food quantity requirements were met for the week of menu review.
- The food service director and kitchen director were receptive to SA recommendations and worked very well together as a team to ensure program compliance. Excellent atmosphere for the staff and students!
- The countdown clock in the cafeteria is a great, positive way to encourage students to focus on eating the nutritious meals provided.
- The school nutrition programs were very well run; consider operating the Afterschool Snack Program (if CACFP is not being implemented) and the Fresh Fruit and Vegetable Program (a program that requires application and selection based on criteria). Please see the CNP Training Portal and the CNP website for more information and contact the SA with questions.
- The storeroom was very well-organized and products were well-labeled to indicate what was available on hand.

## Technical Assistance (TA)

### Certification and Benefit Issuance

- The hearing official listed is a board member, not an employee of the district. Please designate an employee of the district with equal or greater authority than the determining official to be the hearing official.

- Do not convert income to annual unless multiple income frequencies are listed.

### Verification

- Please attempt to directly certify students selected for verification before sending the verification notification letter to the household.
- When performing Verification of Free and Reduced Applications, there must be another entity checking the application prior to sending out the letter for Verification. The Confirming Official cannot be the same person as the Determining Official (the person who approves the application). Verification must be in line with requirements outlined in 7 CFR 245.6a.

### Offer vs. Serve

- The SFA is considering implementing OVS during the next school year to help reduce plate waste and allow for student selection of a reimbursable meal. Please utilize the Idaho School Nutrition Reference Guide on the Idaho Child Nutrition Programs webpage and the online training available on the CNP Training Portal for information and staff training.

### Meal Components and Quantities

- Independent contractor CN Resource completed the menu review and provided the following TA:
  - While students requesting gluten free alternatives had medical statements on file, consider offering a product that contains creditable grains. An example would be gluten free oats or brown rice.

### Food Safety

- CN Resource provided the following TA:
  - During the review, the food safety plan was discussed with the SFA. The SFA must have a food safety plan that complies with the requirements and the SFA must ensure that all elements of the plan are implemented. The SFA should be following the procedures as outlined in the plan and maintaining all required records. TA was given to follow receiving SOPs with temperature records. Add actual facility name in place of "Sample SOP" and implementation dates.
- Include employee exclusions and restrictions in the food safety manual and train on the procedure. This was added to the manual and the food service staff were trained on the day of SA on-site review.

### Local School Wellness Policy (LWP)

- The Local School Wellness Policy must be in compliance with the USDA Final Rule established in July 2016, including the requirement that report(s) on the progress towards goals stated in the wellness policy be publicly available. The final rule requires LEAs to fully comply with the requirements of the final rule by June 30, 2017. Ensure the wellness assessment (e.g., Idaho Wellness Policy Progress Report) is available to the public; posting to the school /district website and/or in a school newsletter would support this requirement.

## 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. It is required that training tracking documentation include the topic and key area codes. The SA provided a link to the information.

## School Breakfast and SFSP Outreach

- Families are made aware that menus are posted on the Boys and Girls Club website, the facility where meals are provided. Best practice would be to provide a "Child Nutrition" link to the menus from the Future Charter School website; reminder that the USDA long nondiscrimination statement must be included whenever FNS programs are publicly referenced.

## Procurement

- A separate procurement review is scheduled to be completed in school year 2019-2020; please follow the guidance provided at that time.

## Fiscal Action

There was no fiscal action as a result of this review, so no financial adjustment will occur.

## Your review is now closed.

No fiscal action will be taken as a result of this review. Should you wish to appeal any of these findings, please follow the appeal procedures on the [State Agency Appeal Procedures](#) document located on [the SDE web page](#).

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,



Heather Blume, MS, RD, LD, SNS  
NSLP Coordinator

cc: Colleen Fillmore, PhD, RDN, LD, SNS, Director, Child Nutrition Programs  
Bradley Petersen, Food Service Director

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1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
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- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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