



May 8, 2019

Mr. Jeremy Clarke, Superintendent  
White Pine Charter School  
2959 John Adams Parkway  
Ammon, ID 83406

Dear Mr. Clarke,

On April 9, 2019, State Department of Education (SDE) Coordinators Lynda Westphal and Jennifer Butler conducted an Administrative Review of White Pine Charter School for the following United States Department of Agriculture (USDA) programs:

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

The site reviewed was White Pine Charter School.

The State agency (SA) would like to commend Lori Orme and the entire staff of White Pine 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.

These were the SA determined findings and the SFA response to the findings:

## Findings and Corrective Action Plan (CAP)

### Finding 1- Certification and Benefit Issuance

The My School Apps (MSA Client) and the Mosaic point of service software system provide different data in certain situations. Lori needs to be trained in knowing the nuances of both programs to be able to effectively utilize the programs.

**Corrective Action:** Please upload a plan to train Lori in the program as soon as possible.

**Due Date for CAP Completion:** April 24, 2019

**Corrective Action Response:** Per plan, uploaded on April 25, 2019, “Mosaic offers webinars on the Point of Sale system. These webinars are: POS Best Practices, School Manager Reporting, and Understanding Student Data Flow. Once these webinars are scheduled to be held, we will ensure that Lori is registered and has appropriate coverage to be able to participate in them – particularly the Understanding Student Data Flow webinar”.

## Commendations

- Excellent, frequent and thorough handwashing. Great teamwork preparing and serving a colorful, appetizing meal. Thank you Lori, Connie, Pam and Kelly.
- Outstanding job meeting all breakfast and lunch meal pattern requirements. All daily and weekly meal component and food quantity requirements were met for the week of menu review.
- The kitchen staff was friendly to all the children while serving both meals. They had a nice rapport together.

## Technical Assistance (TA)

### Certification and Benefit Issuance

- The software system seems to have unexplained glitches – however with Lori completing multiple manual checks monthly, claiming problems have been averted, still this needs to be fixed to avoid systemic errors in the future.

### Verification

- The sponsor did not verify the required number of free and reduced-price applications, i.e., 3% or 1.5% of the approved applications on file as of October 1 annually, as required by 7 CFR 245.6a, resulting in previously required corrective action. Continue to call Melissa Cook to help you verify the correct number in October 2019.

### Meal Components and Quantities

- CN Resource completed the menu review and provided the commendations above.

### Offer versus Serve (OVS)

- Offer versus Serve (OVS) and Food Safety training must be provided annually, establish a practice of having all POS and line staff complete OVS training and all kitchen staff complete Food Safety training at the beginning of the year or within 30 days of hire.

### Food Safety

- While SA reviewers were onsite, the SFA printed the 2016 ICN Food Safety manual to replace the 2005 NFSMI manual located in the kitchen. The updated manual includes bodily fluid cleanup. Be sure to customize the new manual to reflect the needs of the kitchen. A copy of the Employee Exclusions and Restrictions policy was provided during the AR. Ensure this policy is added to your Food Safety manual. All staff must be trained on Food Safety procedures to insure the service of safe food. (CFR210.13(c))

### Civil Rights

- Foodservice staff and their supervisors, as well as the Hearing, Confirming, and Determining Officials must watch the complete USDA civil rights training video annually. However, other school staff that interact with program participants have the option to read and sign-off on the *Frontline Staff Handout* for training rather than watch the video. Ensure that the sign-in training agenda indicates the method of training used.

### Local School Wellness Policy (LWP)

- The Wellness Policy located on the website does not include an adopted date. Dating the policy adopted and revision dates will ensure compliance with the triennial assessment requirements. It is also missing policy 8235 - Water Consumption/Water Bottles that is one of the required elements. Please update as soon as possible.

### Smart Snacks

- All fundraisers, both exempted and compliant, must be tracked whether done by the school or the PFA (PTO). Per state policy, a maximum of 10 exempted fundraisers per school site per year may be approved by the school administrator. An exempted fundraiser can be for a maximum of four consecutive school days. All exempted fundraisers beyond 10 must be pre-approved by the State agency using the Request form. (7CFR 210.11) Details available on [the Smart Snacks website](#).

### Procurement

- A separate procurement review was completed in 2018-19 with a State Agency closure letter sent following completion of the review; please follow the guidance provided at that time.

### Fiscal Action

There is no fiscal action associated with this review.

## Your review is now closed.

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,



Lynda Westphal, MHS, SNS  
NSLP Coordinator

cc: Colleen Fillmore, PhD, RDN, LD, SNS, Director, Child Nutrition Programs  
Lori Orme, Food Service Director, White Pine Charter School

## Civil Rights

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, audiotope, 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 [the USDA website](#), 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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.