

November 8, 2021

Mr. Byron Stutzman
Fremont County Joint School District
945 W 1st N
St. Anthony, ID 83445

Dear Superintendent Stutzman,

On October 21 2021, State Department of Education (SDE) Coordinators Jamie Gibson, Lynda Westphal, and Jennifer Butler conducted an Administrative Review of Fremont County Joint School District for the following United States Department of Agriculture (USDA) programs:

- National School Lunch Program Seamless Summer Option (SSO)
- School Breakfast Program Seamless Summer Option (SSO)
- USDA Foods

The State agency (SA) reviewed the following sites(s).

- 0701 Ashton Elementary School
- 0098 South Fremont Junior High School

The State agency (SA) would like to thank Hali Mackert and the entire staff of Fremont Joint 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.

COMMENDATIONS

- Thank you for your continued hard work in providing meals to children while encountering difficulties due to COVID-19 issues.
- CNR would like to add you did a great job meeting all breakfast and lunch meal pattern requirements for the week of the menu review.
- The SA appreciates the well documented Professional Standards training logs and Buy American paperwork.
- The Food Service Director and Assistant were organized and prepared for the administrative review. There were no findings during the Administrative review and Hali was ready and available to assist SA with any questions.

TECHNICAL ASSISTANCE (TA)

Certification and Benefit Issuance

- USDA Guidance COVID-19: Child Nutrition Response #97 - the requirement under 7 CFR 210.18(g)-(1) is waived regarding certification and benefit issuance and the requirement under 7 CFR 210.18 (h)(2)(i) (A-E) is waived regarding free and reduced-price processes not applicable to SSO in SY21-22.
 - The SFA did collect free & reduced applications, therefore SA reviewed applications. Hali and her staff have excellent procedures for approving applications and uphold great record keeping methods.

Meal Counting and Claiming

- A la carte prices must be charged if a student refuses to select at least a ½ cup fruit or vegetable as part of a reimbursable meal under offer versus serve.

Dietary Specifications and Nutrient Analysis

- Independent contractor CN Resources completed the menu review and provided the following TA: (South Fremont Junior High School)
 - A Child Nutrition Label or Product Formulation Statement was not submitted for all processed menu items. Great documentation was submitted for all items except one item, the beef patty for the hamburger. This missing documentation was secured for the beef patty, in order to confirm meal pattern crediting. This documentation was uploaded to our website where the files may be accessed for your records.

- A current Nutrition Facts Label was secured and uploaded to the website for the Doritos. It shows this item is made with "whole corn." Consider keeping this documentation on file for your records.

Food Safety

- Student servers should be reminded to pull back and restrain long hair.

Local School Wellness Policy

- The SFA opted into *COVID-19: Child Nutrition Response #98 Nationwide Waiver of Local Wellness Policy Triennial Assessments in the National School Lunch and School Breakfast Programs* waiving statutory and regulatory requirements at 7 CFR 210.31(e) and providing a new first triennial assessment deadline of June 30, 2022.

Procurement

- A separate procurement review was completed by Kathrine Forstie in SY20-21 with a SA closure letter sent following completion of CA (if needed); please follow the guidance provided.

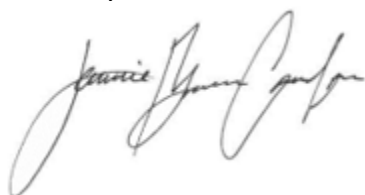
YOUR REVIEW IS NOW CLOSED.

There is no fiscal action resulting from 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,



Jamie Gibson
NSLP Coordinator

cc: Colleen Fillmore, PhD, RDN, LD, SNS, Director, Child Nutrition Programs
Hali Mackert, Child Nutrition Director, Fremont County Joint School District

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