



December 22, 2022

Seth Scott, Executive Director
District 6 Juvenile Detention Center
137 S. 5th Ave.
Pocatello, ID 83201

Dear Executive Director Scott,

On November 4, 2022, State Department of Education (SDE) Coordinators Jax Dunham, Jennifer Butler, Jamie Gibson, and Cambria Steffler conducted an Administrative Review (AR) of District 6 Juvenile Detention Center for the following United States Department of Agriculture (USDA) programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Afterschool Snack Program (ASSP)

The site reviewed was District 6 Juvenile Detention Center.

The State agency (SA) would like to commend Lori Spencer and the entire staff of District 6 Juvenile Detention Center 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 AR 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 AR a minimum of one time during a three-year cycle, however Idaho has received a waiver to conduct reviews on a five-year schedule 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 – Local Wellness Policy

In July 2016, the regulations on wellness policies (§210.31) was finalized and required LEAs to be in compliance by June 30, 2017. The LEA’s current LWP is missing required specific measurable goals in nutrition education and wellness, information on the triennial assessment, and information on participants invited to evaluate the LWP, making it noncompliant. The wellness policy committee must work to get the LWP compliant with the final rule requirements.

CAP: Upload a narrative describing the plan for how and when the LWP will be brought into compliance with Federal requirements.

Date of Completion: November 16, 2022

Corrective Action Response: The SFA uploaded a narrative identifying that the wellness policy committee will meet in January to address the missing elements and bring the policy into compliance.

Finding 2 – Professional Standards

Per 7 CFR 210.30(b)(1)(v), Food Service Directors must have at least eight hours of food safety training at least every five years. The Food Service Director had previously attained the required training, but the certificate had expired. A free, online course, *Food Safety in Schools* is available through the [Institute of Child Nutrition \(ICN\)](#) and can be used to meet this requirement.

CAP: Upload a training certificate indicating successful completion of at least eight hours food safety training into MyIdahoCNP.

Date of Completion: November 16, 2022

Corrective Action Response: The SFA uploaded a certificate of completion showing 8 hours of food safety training was completed on November 7, 2022.

Finding 3 – Meal Components and Quantities

Independent contractor CN Resource (CNR) identified that for the week of menu review, the federal regulations require menus to be planned that meet the minimum daily 2-ounce equivalent meat/meat alternate requirement for grades 9-12. This requirement was not met on Tuesday, Wednesday, and Thursday for the week of review. The federal regulations require weekly minimum amounts of meat/meat alternate to be served.

CAP: Provide a written statement that the daily and weekly meat/meat alternate requirements are now met and provide documentation demonstrating the correction.

Date of Completion: September 30, 2022

Corrective Action Response: The SFA uploaded documentation demonstrating that adjustments were made to increase the amount of deli meat and the size of the hamburger patty.

Finding 4 – Meal Components and Quantities

CNR identified that the SFA did not meet the dark green vegetable subgroup minimum requirement for the week of review.

CAP: Provide a written statement that the dark green vegetable subgroup requirements are now met and provide documentation demonstrating the correction.

Date of Completion: September 30, 2022

Corrective Action Response: The SFA uploaded documentation demonstrating that broccoli was added to the menu. A request was also made to the meal vendor to consider replacing or incorporating romaine or spinach in the iceberg salad.

Commendations

- The weekly menus posted in the day room were attractive and fun with meal components listed on round, colorful MyPlate images.
- The director was very organized with records maintained in clearly labeled binders. The ASSP binders were nicely organized and contained all elements related to the program including annual training certifications, self-monitoring reviews, production records, and food labels.
- CNR noted that all staff was very friendly, accommodating, and willing to learn and follow NSLP guidelines, as well as did an excellent job serving meals on time and following the menu.

Technical Assistance (TA)

Offer Versus Serve

- District 6 Juvenile Detention Center is a serve only facility under the flexibility for RCCIs for grade levels 9-12 and does not implement Offer versus Serve (OVS) due to safety and operational restrictions.

Professional Standards

- The SFA had good professional standard record keeping practices and ensured all facility staff met annual training hours. However, Juvenile Attendants who provide support to the operation of the school nutrition program are not required to meet the annual training hours required by professional standard regulations. The SA recommends the director stop requiring all facility staff to meet set hours and focus training on only the required annual CNP job-specific topics such as civil rights, food safety and HACCP, ASSP, and meal service requirements.

Reporting and Recordkeeping

- The production records for District 6 Juvenile Detention Center are stored at Bannock County Detention Center. In the case that the Bannock County Detention Center changes food vendors, the SFA will need to ensure that production records from the previous 3 years and the current year are retained.

Local School Wellness Policy

- Per 7 CFR 210.31(e)(2), LEAs must assess their wellness policy at least once every three years on the extent to which schools are in compliance with the district policy, the extent to which the local wellness policy compares to model local school wellness policies, and a description of the progress made in attaining the goals of the local wellness policy. LEAs must make this assessment available to the public in an easily understood manner (7 CFR 210.31(d)(3)).

Food Safety

- A food safety manual (HACCP) was located in the kitchen and contained the required components. The SA observed that there was no documentation that the HACCP plan has been reviewed for the current school year. Best practice is to have a document with the date the food safety plan was reviewed and updated included with the HACCP plan. All staff should be trained on HACCP procedures to ensure that proper food safety practices are implemented. (CFR210.13(c))

Meal Components and Quantities

- Milk variety requirements may be met over the course of the week rather than daily when safety concerns are present.
- CNR completed the menu review and provided the following TA:
 - Standardize the recipes so that true yields and portion sizes can be determined. To be standardized, recipes must include (at a minimum) the following:
 - All ingredients in the recipe.
 - Correct volume or weighted measure of each ingredient.
 - Serving/portion sizes for each grade group.
 - The true yield made by the recipe.
 - Clear and complete preparation steps and directions.
 - The recipe provided for scrambled eggs showed that whole liquid eggs were used. The label provided was for whole fresh eggs. Please adjust the recipe to show what is actually used.
 - A Child Nutrition (CN) Label or Product Formulation Statement (PFS) was not available for the menu items listed below. Choose a product with this documentation in order to determine how each respective product credits.
 - Ham served on Sunday of the review week.
 - Beef Crumbles in Sausage Gravy served on Saturday of the review week.

- Production records with planned numbers for each item should be accessible before each meal service. Served numbers and leftover numbers need to be recorded at the end of meal service to ensure accuracy.
- The production records provided included the time and temperature for the food items that were planned for the review week before the days of the review week had occurred. Time and temperature should be added during each meal, not prior to meal service.
- Planned numbers for milk were not listed on the production records for each day of the week.
- Menu items and serving sizes were not always documented and clear for each grade group. Orange juice was not listed on the production records.
- The CN label provided for the turkey deli meat stated that for each serving of 2 oz. sliced meat, 3/4 oz. was credited toward meat/meat alternate. In order to meet the 2 oz. eq. meat/meat alternate requirement, in addition to the 2 slices of cheese on each sandwich, a 2.75 oz. serving of deli turkey should be added to each sandwich. The cheese and the meat together would provide 2 oz. eq. total meat/meat alternate.
- The CN label provided for turkey bologna stated that for every 2 oz. portion of meat served, 1 oz. would credit toward meat/meat alternate. The 1.5 oz. serving of turkey bologna on the sandwich would only provide 0.75 oz. eq. meat/meat alternate. With the cheese, the total meat/meat alternate for the meal was 1.75 oz. eq. Increase the meat to at least 2 oz. per sandwich and when served with 2 slices of cheese, would total 2 oz. eq. meat/meat alternate for the day.

Resource Management

- During a procurement review it was noted that the SFA is reporting unallowable costs of nonprogram foods to the nonprofit food service account. The SFA must have a separate General Ledger that shows the separation of costs for the unallowable expenses (juvenile participant dinners, lunches for Board meetings and snacks during detention inspections) that cannot be charged to the child nutrition funds.

Fiscal Action

There is no fiscal action resulting from 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,

Jax Dunham

Jax Dunham, BS, RDN
NSLP Coordinator

cc: Lynda Westphal, MHS, SNS, Director, Child Nutrition Programs
Jennifer Butler, MS, SNS, NSLP Coordinator, Child Nutrition Programs
Lori Spencer, Management Assistant, District 6 Juvenile Detention Center

Civil Rights Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.