

March 13, 2023

Stoney Winston, Superintendent  
Parma School District #137  
805 E. McConnell Ave.  
Parma, ID 83660

Dear Superintendent Winston,

On February 21, 2023, State Department of Education (SDE) Coordinators Jax Dunham, Jamie Gibson, and Pamela Murray conducted an Administrative Review (AR) of Parma 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)
- USDA Foods

The site reviewed was:

- West Wing (operating Provision 2 breakfast)

A separate Seamless Summer Option (SSO) review was also completed in conjunction with this Administrative Review (AR). On July 28, 2022, the SA reviewed Maxine Johnson Elementary School.

The State agency (SA) would like to commend Danielle Gentry and the entire staff of Parma 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 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 – Certification and Benefit Issuance

One application affecting two students is missing the adult signature. Another application affecting two other students was not able to be located while the SA was onsite.

**CAP:** For the application without a signature, upload the application showing that the appropriate signature has been obtained. For the missing application, upload proof that an adverse action letter was sent to household stating that their benefits will be changed to paid in 10 calendar days if another application is not submitted to confirm their eligibility within the aforementioned timeframe. If no application is received in the required timeframe, upload a benefit issuance list showing that the two students have been changed to paid.

**Date for CAP completion:** Due March 7, 2023; completed February 28, 2023

**Corrective Action Response:** The SFA uploaded a completed application for the one originally missing a signature. The SFA uploaded a copy of the adverse action letter along with a new application received from the household within 10 calendar days which was determined as free.

### Finding 2 – Civil Rights

Household notification letters must include the full USDA Non-Discrimination Statement (NDS) when advising of approval or denial of benefits (7 CFR § 210.23). The incorrect non-discrimination statement (NDS) is included on household Direct Certification (DC) notification letters. Currently, this letter includes the short NDS and not the full NDS. The SFA is also currently using an outdated Spanish NDS. The most current full NDS is available in both English and Spanish on the SA website under [Civil Rights](#).

**CAP:** Upload a copy of the current full Spanish NDS which the SFA will use going forward as well a copy of the updated DC notification letter with the current full NDS.

**Date for CAP completion:** Due March 7, 2023; completed February 24, 2023

**Corrective Action Response:** A copy of the updated template DC notification letter was uploading showing that the updated full NDS was added. The Food Service Director also saved the updated full Spanish NDS onto their computer while the SA was on-site to ensure that this is the NDS that is used going forward.

### **Finding 3 – Food Safety**

The Food Safety plan (HACCP) must contain an employee exclusion section that is required by Idaho Food Code. Please update your plan to come into compliance. A sample employee exclusion standard operating procedure (SOP) is available in MyIdahoCNP's Download Forms.

**CAP:** Upload a copy of the employee exclusion SOP that each kitchen will be implementing going forward.

**Date for CAP completion:** Due March 7, 2023; completed February 24, 2023

**Corrective Action Response:** A copy of the of the new employee exclusion SOP now being implemented district wide was uploaded.

### **Finding 4 – Buy American Provision**

SFAs are required to purchase domestic agricultural commodities or products that are produced and processed substantially in the United States or territories, as applicable [7 CFR 210.21 (d)]. If a product from another country is sourced, then the SFA must have documentation that the domestic product is significantly higher in price or not available in sufficient quantities. Documentation for mandarin oranges from China was not available during the AR.

**CAP:** Complete and upload the SA's "Buy American Exception Form" for the mandarin oranges from China. Once completed, retain this in your records.

**Date for CAP completion:** Due March 7, 2023; completed February 24, 2023

**Corrective Action Response:** The correct documentation was upload for the mandarin oranges from China.

### **Finding 5 – Resource Management**

Per 2 CFR § 200.404, in order to be allowable, a cost must be necessary for the performance or administration of the child nutrition programs. Purchasing gift cards is an unallowable use of child nutrition funds.

**CAP:** Create a plan detailing how the SFA will not use child nutrition funds for unallowable costs. The purchase of gifts, gift cards, or entertainment must come from general funds.

**Date for CAP completion:** Due March 7, 2023; completed February 24, 2023

**Corrective Action Response:** The SFA provided a procedure stating that the Business Manager will provide the Food Service Director the detail ledger monthly to ensure that Child Nutrition funds are used correctly.

### **Finding 6 – Meal Components and Quantities - Breakfast**

Federal regulation (7 CFR 210.10) requires weekly minimum amounts of grains to be served. The weekly requirement of 6.5-ounce equivalents (oz. eq.) of grain was not met for grades 5-6. The menu offered a minimum of 6 oz. eq. of grain throughout the week. The SFA must add at least 0.5 oz. eq. of grains to the menu for the week to meet requirements. After the daily 1 oz. eq. grain minimum is met, the weekly minimum can be met with additional grains or meat/meat alternates. Schools may substitute 1 oz. eq. of meat/meat alternate such as string cheese or yogurt for 1 oz. eq. of grains.

**CAP:** Provide a written statement that the weekly grain requirement has been met. Include a detailed statement describing what specific changes were made to the menu for the week of review to correct all menu review findings and bring the menu into compliance. The SFA must

also submit supporting documentation such as menus, production records, nutrition facts labels, Child Nutrition (CN) labels, and recipes to support this statement. Once completed, submit the position title(s) of the SFA representative(s) that will oversee this area and ensure future compliance.

**Date for CAP Completion:** Due January 16, 2023; completed January 10, 2023

**Corrective Action Response:** The sponsor provided documentation for a convenience item to be added to the breakfast menu on Thursday. This change increased the total grains to meet the weekly requirement.

## Commendations

- The Food Service Director was very quick to provide documentation for the SA to review. The director shows a passion for ensuring that Parma School District is operating correctly to ensure compliance with Child Nutrition Programs.
- The received and determined dates on the free and reduced applications demonstrate a quick application processing procedure.
- The notes on the free and reduced applications were well documented and included adequate detail to better understand the circumstances with each application.
- The professional standards training log was very well organized, and there was an efficient system in place to ensure that all food service staff follows professional standards regulations.

## Technical Assistance (TA)

### Certification and Benefit Issuance

- The SFA had a large amount of denied meal applications on file which raised concern of unnecessary use of child nutrition staff time and resources. Schools may not require households to complete and submit a meal application; it is the household's choice to apply for meal benefits. The SFA may send information home in families to help identify if they should apply.

### Verification

- Hard copies of all notification letters sent to households as part of the verification process must be kept with the application and supporting verification documentation for a complete record. Copies of the original notification of verification letters along with copies of the 2nd attempt letter were not on file.
- The verifying official (either the determining or confirming official) must sign and date the "For Official Use Only" portion of the application at the conclusion of verification. The results of the process should be marked on the application as well as when the notice letters were sent.

### Meal Counting and Claiming

- The SFA's January claim for lunch included an incorrect amount of paid meals due to a non-systemic data input error. The amount of paid lunch meals claimed totaled 4,271,

but this was reported on the claim as 4,272 in MyIdahoCNP. Prior to the submission of a monthly claim for reimbursement, the SFA must review the meal count data for each school to ensure the accuracy of the claim per CFR 210.8(a)(2).

### **Meal Components and Quantities**

- Independent contractor CN Resource completed the menu review and provided the following TA:
  - All menus served must meet all daily and weekly meal pattern requirements for the specific grade group. Please note that per USDA guidance any repeat menu findings in future Administrative Reviews, may result in fiscal action.

### **Food Safety (HACCP)**

- Two canned items in the dry storage were dated from 2016 and 2017. Best practice is to follow the first in and first out method and discard items when outdated.

### **Special Provision Options**

- Provision 2 Base Year (SY19-20) benefit issuance was previously validated by the SA on October 7, 2019. The retention of all required Provision 2 documentation was confirmed during the administrative review. Edit check sheets are retained on the SFA software system while the remainder of the information is retained on file in the Food Service Director's office.
- The current Provision 2 cycle expires at the end of SY22-23. 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. Please ensure all required Provision 2 documentation, including base year daily meal count records by student name and eligibility, is maintained per requirements.

### **Resource Management Comprehensive Review**

- The required weighted average price for a lunch is \$3.31. Parma School District's current average weighted paid lunch price is \$2.63. The SFA will want to consider how they will raise lunch prices in the future to have their prices more in line with their required weighted average lunch price.
- It was noted after reviewing the nonprofit food service account that the March 2022 reimbursement for the FFVP was not listed on the ledger. The SFA must assure that all reimbursements are accounted for each month.
- The Nonprogram Food Revenue Tool was completed by the FSD. The tool is not in compliance and the nonprogram food prices need to be increased. It is important for the reimbursement rates to be included in the tables in order to get an accurate accounting of Food Cost Ratio versus Revenue Ratio. The SA spoke with the FSD and explained that the prices that show as red (especially in the A La Carte Tab), indicate where the increase in pricing should occur in order to comply with the industry standard of 40 percent or below. The FSD should read Memo SP20-2016 which pertains to Nonprogram Revenue Requirements.

## Procurement

- A procurement review was previously completed. Please follow the guidance provided by Procurement Specialist Kat Forstie in a separate closure letter.

## Summer 2022 Seamless Summer Option (SSO) Review Results

The following findings and technical assistance were provided by the SA during the SSO review:

### Finding and Corrective Action Plan (CAP)

#### Finding 1 – Meal Components and Quantities

Federal regulation (7 CFR 210.10) requires weekly minimum amounts of vegetable subgroups. Vegetable subgroup minimums were not met during the week of review. During the week of review, the starchy vegetable subgroup was not included in the menus.

**Corrective Action:** Change remaining menus to ensure that all vegetable subgroup weekly minimums are met. To ensure that vegetable subgroup documentation is done properly, the SFA must provide the procedure they will use to ensure that all subgroup minimums are met.

**Date of CAP completion:** August 3, 2022

**Corrective Action Response:** The Food Service Director provided a plan to ensure that all vegetable subgroup minimums are met weekly. This will be done by utilizing a weekly meal component certification sheet that is provided through the menu planning software that the SFA utilizes.

#### Finding 2 – Civil Rights

All information materials and sources, including Web sites, used by local agencies to inform the public about FNS programs must contain a nondiscrimination statement (FNS Instruction 113-1. IX. A.3). In May 2022, USDA revised the FNS nondiscrimination statement (NDS). The child nutrition program webpage includes the old statement and must be corrected.

**Corrective Action:** Update your website to include the current full NDS.

**Date of CAP completion:** August 1, 2022

**Corrective Action Response:** The current full nondiscrimination statement was corrected on the district foodservice website.

## Technical Assistance (TA)

### Meal Components and Quantities

- When operating an open site, though primarily K-8, consider the steps that would be taken when feeding an older student to fit the meal pattern requirements for grades 9-12.

### Civil Rights

- Ensure that the non-discrimination statement accompanies all advertising materials such as website flyers and signage.

## Food Safety

- Ensure that the HACCP (Hazard Analysis and Critical Control Points) Plan at each site is reviewed annually and that all staff at each site are trained on the HACCP Plan each year.

## Fiscal Action

Due to benefit issuance errors, fiscal action results in \$24.92. However, since this amount falls under the \$600 threshold, the fiscal action will be disregarded and no financial adjustment will occur.

## Your review is now closed.

There is no fiscal action resulting from this review.

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, Idaho Child Nutrition Programs  
Jennifer Butler, MEd, SNS, NSLP Coordinator, Idaho Child Nutrition Programs  
Jamie Gibson, NSLP Coordinator, Idaho Child Nutrition Programs  
Danielle Gentry, Child Nutrition Director, Parma School District #137

## 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, audiotope, 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](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.