



December 12, 2022

Mr. Wade Wilson, Superintendent  
Weiser SD #431  
925 Pioneer Road  
Weiser, ID 83672

Dear Superintendent Wilson,

On November 2, 2022, State Department of Education (SDE) Director Lynda Westphal and Financial Specialist Kat Forstie conducted an Administrative Review (AR) of Weiser SD #431 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 State agency (SA) would like to commend Angi Wilson, Rachel Thatcher and the entire staff of Weiser SD 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

Out of 327 applications reviewed, only one was missing a signature. This resulted in only a .31% error rate.

**CAP:** Contact the family and get a signature on an application and upload completed application into the review attachments.

**CAP Completion:** November 21, 2022

**Corrective Action Response:** A new application was received and uploaded which was signed on 11/21/22 and uploaded into MyIdahoCNP on November 22, 2022.

### Finding 2 – Local Wellness Policy (LWP)

The LWP (amended May 14, 2018) was found out of compliance with the USDA Final Rule. On July 29, 2016, the USDA Food and Nutrition Service (FNS) finalized regulations to create a framework and guidelines for written wellness policies established by LEAs. Technical Assistance (TA) was provided during the last AR (November 28, 2017) advising that LEAs were required to comply fully with the requirements of the final rule per §210.30.

**CAP:** Provide a detailed plan for how and when (timeline) the wellness policy language will be brought into compliance with Federal requirements. Ensure the wellness assessment (e.g., Idaho Wellness Policy Progress Report) for each school is available to the public; posting to the school /district website and/or in a school newsletter would support this requirement.

**CAP Completion:** November 21, 2022

**Corrective Action Response:** The plan to bring the Wellness Policy into compliance was uploaded on November 21, 2022 and assures the SA that the Wellness policy will be brought into compliance by June 1, 2023.

### Finding 3 – Civil Rights

The web page currently has the old USDA Nondiscrimination Statement (NDS). This NDS must be updated to the current one.

**CAP:** Update the statement and upload the URL for the webpage into the corrective action documents.

**CAP Completion:** November 21, 2022

**Corrective Action Response:** Website was updated with the correct full NDS on November 3, 2022.

## Commendations

- Angi and Rachel were great to work with in the office. They were very organized making the review go quickly with minimal findings.
- Fantastic job with meal prep, food quality and requirements.
- Excellent food safety practices in the preparation of the meal.
- Tami was great with the children during the Fresh Fruit and Vegetable Program.

## Technical Assistance (TA)

### Certification and Benefit Issuance

- Two applications were observed with the children's income missed. The applications were still the same benefit status, but make sure you are aware of children's income.

### Meal Counting and Claiming

- Breakfast meal counting is achieved by using a manual checkoff sheet. The district has an automated system; training these individuals who conduct the manual checkoff to operate the POS would remove errors when having to hand enter students after the breakfast service is finished.
- One classroom at lunch did not turn in their sheet with the names of children having hot lunch. They went through the line, however were not counted until after they sat down. This is an error in Point of Service that could be corrected by having the automatic POS taking the children's names as they go through the line, or even having the children enter their own number into the POS. This was brought up with the director at the time of observation. This is a training issue with the teachers as they should not have children go through the line without turning in the sheet first.
  - *The Director stated during the review:* We are going to a new POS system and will be having the children enter their numbers into the system as they go through the line, with the exception of our Kindergarteners and we will be entering them per the teacher slip, the teacher will have to present the slip before the class can enter the serving line.

### Meal Components and Quantities

- Independent contractor CN Resource completed the menu review and provided the following TA:
  - A CN Label or Product Formulation Statement was not submitted for all processed menu items. This documentation was secured for the menu items listed below, in order to confirm meal pattern crediting. This documentation was uploaded to CN Resource website where the files may be accessed. A sponsor should maintain this documentation on file to document meal pattern requirements are met.
    - Waffles
    - Smokies

- Cocoa Puffs Bar
- Golden Grahams Bar
- Cinnamon Toast Crunch Bar
- All cereal bowls
- Hamburger Patty – a CN Label was uploaded for reference to our site
- Hot Dog
- Calzones

Specification sheets submitted included a meal pattern crediting statement but was not an official CN Label or PFS. This is the link for more information on documentation requirements [USDA Labeling Program](#).

### Food Safety (HACCP)

- There was an incident in the cafeteria during the review where a student vomited in the lunch line. The adult behind the student was having students step over the vomit and paper towels were thrown over it. **The cafeteria staff-including the janitor needs to have a plan in place for these types of incidents.** There should be a procedure for handling these situations in the HACCP manual. The students should not be allowed to step over any bodily fluids that have not been properly cleaned.

### Buy American Provision

- Rachel has a good understanding of Buy American and handed the form to reviewers during their on-site review. The following explains the Buy American provision.
- Per 7 CFR 210.21 (d) Sponsors must purchase, to the maximum extent practicable, domestic commodities and products for use in the NSLP.
  - A domestic commodity or product is an agricultural commodity produced in the US and a food product that is processed in the US using substantial (51%) agricultural commodities.
- Applies to all food/beverage products purchased using funds from the non-profit food service account.
- Limited exception (to be used as a last resort with documentation)
  - When a product is not produced or manufactured in the US in sufficient and reasonable quantities of satisfactory quality
  - When competitive quotes, bids, or proposals reveal the cost of a US product is significantly higher than the foreign product

### Civil Rights

- Have the Food Service delivery person and janitor at the school take the full Civil Rights training.

### 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. TA given on the Wellness Policy and the Progress Report. A copy of a partially completed one was given with some suggestions.

### **Professional Standards**

- Training standards apply to all school nutrition program employees, regardless of student enrollment in the school district or size of the Local Educational Agency (LEA). Note: If hired January 1 or later, an employee must only complete half of the required training hours.
  - Directors – must complete at least 12 hours of annual continuing education/training. These required hours are in addition to the food safety training required in the first year of employment.
  - Managers - must complete at least 10 hours of annual continuing education/training.
  - Staff working an average of at least 20 hours per week - must complete at least 6 hours of annual continuing education/training.
  - Part time staff working less than 20 hours per week - at least 4 hours annual continuing education/training, regardless of the number of part-time hours worked. (7 CFR 210.30 Professional Standards Regulations)

### **Special Provision Options**

- Provision 2 Base Year (SY15-16) for Indianhead Academy benefit issuance was previously validated by the SA on 4/15/2016. The retention of all required Provision 2 documentation was confirmed during the administrative review, however the daily meal count spreadsheet for Indianhead Academy appears to be an attendance record with production records of the meals sent by the High School included to back up the number of meals claimed.
- The current Provision 2 cycle expires at the end of SY22-23. The State agency will require the Indianhead Academy to complete a new base year in 2023-24 with an automated Point of Service record of the students eating both breakfast and lunch. Please ensure all required Provision 2 documentation, including base year daily meal count records by student name and eligibility, is maintained per requirements. The expiring Provision 2 base year records must be kept for three years after the new base year is conducted.

### **Resource Management Comprehensive Review**

- Paid Lunch Equity
  - For SY22-23, USDA suggests a \$3.31 target paid lunch price. The SFA current weighted average requirement is \$2.42, but prices are only a \$2.14 average and below equity. Watch your fund balance account and monitor meal

costs. Consider a greater meal price increase for next school year to be closer to equity. PLE requirements were met for SY22-23 because prices were increased by 10 cents.

## Procurement

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

## Fiscal Action

Due to the one application error missing a signature that was corrected in a timely manner there will be no fiscal action.

## 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  
Child Nutrition Director

cc: Jennifer Butler, MEd, SNS, NSLP Lead Coordinator, Idaho Child Nutrition Programs  
Angi Wilson, Child Nutrition Director, Weiser SD #431

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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)

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