



April 9, 2024

Tara Handy, Superintendent
Rolling Hills Public Charter School
8900 Horseshoe Bend Road
Boise, ID 83714

Dear Superintendent Handy,

On January 24, 2024, Idaho Department of Education Coordinators Cassandra Thompson and Jax Dunham conducted an Administrative Review (AR) of Rolling Hills Public Charter School for the following United States Department of Agriculture (USDA) programs:

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

The site reviewed was Rolling Hills Public Charter School.

The State agency (SA) would like to commend Kelly Dwyer and the entire staff of Rolling Hills Public 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 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 an alternate 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.

FINDINGS AND CORRECTIVE ACTION PLAN (CAP)

There were no findings at Rolling Hills Public Charter School.

COMMENDATIONS

- The SFA does an excellent job at taking notes related to student benefits. Numerous applications had detailed notes describing who was talked to along with dates and initials to verify who created the notes.
- Rolling Hills has done a terrific job with their Local Wellness Policy. The Committee is well-defined, the assessment is current, and all elements are included.
- Though SFA on-site monitoring is not required for SFAs with only one site, the director completed this practice to ensure that the program is functioning in line with federal regulation to certify that reimbursable meals are accurately tracked.
- The child nutrition team at Rolling Hills Public Charter School is dedicated to running an efficient and compliant program. All requested documents were quickly provided, and procedures were well thought out and organized.

TECHNICAL ASSISTANCE (TA)

School Breakfast and SFSP Outreach

- SFAs must cooperate with Summer Food Service Program (SFSP) sponsors to distribute materials to inform families of the availability and location of free SFSP meals for students when school is not in session [7 CFR 210.12 (d)(2)]. SFAs should promote locating summer meal locations by advertising the Summer Meal Site Finder (<https://www.fns.usda.gov/meals4kids>) or texting the word “Food” or “Comida” to 304-304 to see nearby options. Best practice is to include SFSP promotion on the SFA’s website.

Meal Components and Quantities - Breakfast

Independent contractor CN Resource completed the menu review and provided the following TA:

- During the Administrative Review the results of the menu review were provided to the sponsor in a detailed Menu Review Results Report by CNResource. Recommendations were included to bring all areas into compliance. All menus served must meet all daily and weekly meal pattern requirements for the specific grade group. The sponsor was encouraged to provide training as needed to ensure compliance. Please note that per USDA guidance any repeat menu findings in future Administrative Reviews may result in fiscal action.

- A Child Nutrition Label or Product Formulation Statement can be used to determine how processed food items contribute to the meal pattern. Without this documentation it may be difficult to determine if the meal component was satisfied.
- The Child Nutrition (CN) Label submitted for sausage patty showed an expired CN number. The CN number was verified as active on the USDA CN Label Verification Report.
- An official Product Formulation Statement (PFS) was not submitted for the French toast bites. The PFS was secured to confirm meal pattern crediting. A sponsor should maintain this documentation on file to document meal pattern requirements as met. Reference the link below for more information on the CN labeling program. <https://www.fns.usda.gov/cn/labeling-program>
- Ensure the serving sizes documented in production records match the products served. The production records showed a serving size of 1.43 oz. for the sausage patty and the documentation submitted confirmed a 1.2 oz. product was planned.

Meal Components and Quantities – Lunch

- During the Administrative Review the results of the menu review were provided to the sponsor in a detailed Menu Review Results Report by CNResource. Recommendations were included to bring all areas into compliance. All menus served must meet all daily and weekly meal pattern requirements for the specific grade group. The sponsor was encouraged to provide training as needed to ensure compliance. Please note that per USDA guidance any repeat menu findings in future Administrative Reviews may result in fiscal action.
 - A Child Nutrition Label or Product Formulation Statement can be used to determine how processed food items contribute to the meal pattern. Without this documentation it may be difficult to determine if the meal component was satisfied.
 - The Product Formulation Statement submitted for the Tools for Schools Cheese Pizza Rippers showed an expired date (more than 5 years). Updated documentation was secured to confirm meal pattern crediting. A sponsor should maintain current documentation on file to document meal pattern requirements as met.
 - Secure a Child Nutrition (CN) Label or Product Formulation Statement (PFS) for the Cocoa CPB Sandwich. The spec sheet submitted included a meal pattern crediting statement but was not an official CN Label or PFS.
 - A spec sheet was submitted for the Turkey Pretzel Dog which included a meal pattern statement. The official PFS was secured to confirm meal pattern crediting. A sponsor should maintain this documentation on file to document meal pattern requirements as met. Reference the link below for more information on the CN labeling program. <https://www.fns.usda.gov/cn/labeling-program>

- The planned production record for Tuesday did not have the planned serving sizes for all menu items for the grades 4-8 column. Ensure production records are complete with planned serving sizes and numbers for all grade groupings.

Afterschool Snack

- Though the SFA indicated in MyIdahoCNP that they are operating the Afterschool Snack Program (ASSP), they have not operated ASSP for SY 2023-2024. The SFA must change the site application in MyIdahoCNP to note only the months that the ASSP will be operated. If the SFA does not plan to operate the ASSP during SY 2023-2024, the SFA must note such in the site application in MyIdahoCNP.

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,

Cass Thompson

Cassandra Thompson, BS
NSLP Coordinator

cc: Lynda Westphal, MHS, SNS, Director, Idaho Child Nutrition Programs
Kelly Dwyer, Child Nutrition Director, District

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