



January 2, 2024

Megan Christiansen, Superintendent
Teton County School District
481 N. Main St.
Driggs, ID 83422

Dear Superintendent Christiansen,

On October 9-10, 2023, State Department of Education (SDE) Coordinators Jennifer Butler and Cassandra Thompson conducted an Administrative Review (AR) of Teton County School District for the following United States Department of Agriculture (USDA) programs:

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

The sites reviewed were Tetonia Elementary School and Teton High School.

The State agency (SA) would like to commend Jami Myers, Kathy Rowbury, and the entire staff of Teton 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 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.

These were the SA determined findings and the SFA response to the findings:

FINDINGS AND CORRECTIVE ACTION PLAN (CAP)

Finding 1 – Local School Wellness Policy (LWP)

The current wellness policy does not include all required elements identified in 7 CFR 210.31. During the previous review, technical assistance was issued advising of the requirements.

CAP: Upload a plan identifying who at the LEA will be responsible to ensure the LWP is compliant with Federal regulations, how the policy will be updated, and when a compliant policy will be available to the public.

Date: Due October 25; completed October 16, 2023

Response: A plan was uploaded identifying that the superintendent and wellness committee will be responsible for the wellness policy assessment report and the school principals will be responsible for the school implementation reports. The reports will be completed using the template provided by the SA and be posted on the district's website. The wellness committee will meet every Fall to make updates as needed.

Finding 2 – Local School Wellness Policy (LWP)

Per 7 CFR 210.31(e)(2), LEAs must assess their implementation of the 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)). The superintendent assessed the policy in July 2023 and determined it to be missing some required elements. No assessment was provided identifying each school's adherence to the current policy. While on site at the HS, the SA observed marketing of non-compliant beverage items on two vending machines which is in violation of a wellness policy requirement.

CAP: Upload a plan identifying who at the LEA will be responsible to complete the triennial assessments for the district policy and each school's implementation, how the assessments will be completed, and what steps will be taken to ensure this requirement is met on a triennial basis including notifying the public in a timely manner

Date: Due October 25; completed October 16, 2023

Response: The SFA uploaded a plan identifying that the superintendent will be responsible for the wellness committee and building principals. The wellness committee will meet every November and again in the spring to review and update the LWP as necessary. The district plans to consolidate multiple policies that comprise the current LWP and create a policy that encompasses all required elements. The updated policy will be discussed at the wellness

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committee meeting the last week of November with plans for the new policy to be presented to the school board for approval at the December 11, 2023, meeting.

Finding 3 – Professional Standards

The SFA has a good practice of conducting a two-day in-person training at the beginning of the year that covers all required topics. Two employees missed the in-person training because one being hired after the training occurred and another employee not able to attend the second day. Those employees were instructed to complete trainings in the online training portal. However, certificates of completion were not received to validate that the required online training had been completed. When new employees are hired, ensure necessary training is received within the first 30 days and follow up with employees to ensure training was completed as requested.

CAP: Upload Offer versus Serve (OVS) breakfast and lunch training certificates of completion for the two employees required to take the training online. In addition, complete the NSLP Procedure Corrective Action form addressing the procedure to be implemented to support Professional Standards requirements including obtaining backup records to support logs and ensuring that required trainings are completed within acceptable timeframes. Upload the completed form into the MyIdahoCNP compliance module by the due date.

Date: Due October 25; completed October 16, 2023

Response: OVS training certificates of completion were uploaded for the two employees that completed the training online versus in person. A procedure was uploaded that requires supporting documentation to be turned in to the director who will then add the training to the employee's training tracking log. The log will be kept digitally until the end of the year. After that time, it will be printed and filed in the employee folder.

COMMENDATIONS

- The new director has participated in many training opportunities demonstrating her commitment to the program. She was open to all suggestions provided by the SA and has been very responsive to requests as well. When accompanying SA reviewers onsite, she did not hesitate to help serve meals and wash dishes.
- The outgoing director has done a wonderful job mentoring the new director. Her dedication to the program and students is evident as she strives to ensure the program is set for success prior to her retirement. It is refreshing to see the dedication of one director assisting the other to ensure the children and Teton County School District are left in good hands.
- The elementary school kitchen manager was friendly and interacted well with the students. It was apparent that she has positive relationships with the students, as many students stopped to say goodbye to her prior to leaving the cafeteria. She was open to all suggestions provided by the SA and works well within the limited space available.

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- The high school kitchen manager and employee are outgoing and operate a clean and organized kitchen. It was nice to see the principal, vice-principal, and teachers working on the service line to assist in feeding the students. The service line was extremely efficient from beginning to end, which allowed the students to receive their meals quickly and still have time to relax before their next class. Great job!

TECHNICAL ASSISTANCE (TA)

Certification and Benefit Issuance

- During the 30-day carryover period, 10-days' notice of adverse action does not apply as eligibility had not yet been established for the current school year. Eligibility takes affect the date the determination is made [7CFR 245.6(c)(2)]. While SA was on-site, the SFA updated their software to remove a 10-day grace period during carryover.

Verification

- Hard copies of all notification letters sent to households as part of the verification process (original notification, follow-up attempt, and final notice) must be kept with the application and supporting verification documentation for a complete record. Adverse action notices changing students to paid due to not responding to verification were not saved in verification file nor documented on application.
- 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. As the online application does not prompt this information, develop a process to ensure the process is documented.

Meal Counting and Claiming

- Children are eligible for free or reduced price meal benefits on the date their eligibility is determined; SFAs may move the effective date of eligibility to an earlier date under certain circumstances. If this occurs, monitor the software system for changes in eligibility that impact claiming totals after a month has been completed and reports obtained.

Meal Components and Quantities

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

- During the AR the results of the menu review were provided to the sponsor in a detailed Menu Review Results Report. 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.

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- Review the breakfast cookie meal pattern crediting calculations. Using the recipe submitted with yield of 75 servings, the crediting should be 2.25 oz. eq. grain.
- At least 80% of grains offered must be whole grain-rich to meet requirements. The menu met 79.07% whole grains for the week of review for grades 9-12.
 - The following products were not whole grain-rich. Increase the amount of whole grain-rich products offered to at least 80% of the weekly grain offerings: Cinnamon Roll and Saltine Crackers.
 - The saltine cracker package was creditable at 0.25 oz. eq. enriched grain, which brought the whole grain-rich percentage down from 0%. Consider removing the saltine crackers from the menu or change to a whole-grain rich product.
 - To be considered whole grain-rich, the product must be comprised of at least 50% whole grain ingredients, with the remaining grain ingredients enriched. An easy way to determine this is by looking at the ingredient list. The product would be considered whole grain-rich if the primary ingredient is a whole grain, such as: whole wheat flour, graham flour, whole corn, or oatmeal.
- The federal regulations require minimum daily and weekly amounts for vegetables.
 - The requirement for a minimum of 1 cup of vegetable to be offered each day for grades 9-12 was not met on Thursday.
 - The weekly minimum of 5 cups was not met for grades 9-12, with 4-7/8 cups served.
 - On Thursday 1/4 cup marinara sauce and 1 cup kale salad were planned. Note that raw kale is creditable at half volume, therefore the 1 cup serving credits at 1/2 cup vegetable.
 - Increase the kale salad blend serving size to 1.5 cups, to credit at 3/4 cup vegetable and meet requirements with the marinara sauce.
- A standardized recipe is a recipe that has been carefully adapted and tested to ensure that it will produce a consistent product each time it is prepared. The recipes submitted were not always accurate with correct measurements and crediting documented. Review the recipes for accuracy.
 - Chili Recipe- update the recipe and Food Buying Guide crediting sheet to reflect a 3/8 cup beans/legumes crediting for the recipe as submitted.
 - Chili Recipe- include the weight of the green chiles can on the recipe measure.
 - Superman Salad- note raw kale is creditable at half volume, therefore a 1/2 cup serving is creditable at ¼ cup vegetable. Include the weight of the bag of kale crunch blend on the recipe measure. Update the recipe crediting to reflect a 1 cup serving at 1/2 cup vegetable crediting.
 - Costa Vida Salad Recipe- review the amount of romaine lettuce in the recipe to ensure the planned 1.5 cups per serving are provided. 5 pounds of as purchased romaine lettuce provides about 3/4 cup lettuce per serving using the Food Buying Guide calculations.
 - Sloppy Joe Recipe- the Food Buying Guide crediting sheet does not match the recipe. The tomato sauce on the recipe showed 2.5- #10 cans and the crediting sheet showed 1- #10 can.

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- Subgroups of vegetables must be met for each grade group. The 1/2 cup weekly bean/legumes vegetable subgroup requirement was not met for grades K-3 with only 3/8 cup planned.
 - The amount of pinto beans per serving in the chili recipe calculated at only 3/8 cup per serving. Each drained #10 can provides 9.3 cup beans. The recipe would require 19- #10 cans to provide a 1/2 cup serving of beans, for the recipe yield of 350.
- Production records are a written record demonstrating that a reimbursable meal was served. They also provide valuable information for planning and forecasting menus.
 - The production record for Tuesday showed the bun crediting at 1.5 oz. eq. grain, however the documentation submitted confirmed crediting at 2 oz. eq. grain. Update the production record to ensure the crediting matches the product served.

Civil Rights

- Ensure the Civil Rights complaint log is dated annually, with a new log started each year.
- Some outdated Medical Statement for Meal Accommodation forms were received and households should be contacted to have the current form completed in full. It was also identified that some forms did not have a substitution indicated and this information must be obtained to safely accommodate the meal.
- Work with the medical provider and households to ensure that all required information is captured on the form to provide nutritionally equivalent substitutions. In one case, the mom completed the form stating a milk intolerance with a substitute of juice or water. The form had an email attachment from the medical provider identifying a dairy allergy with no recommended substitutes. As the medical provider indicated dairy was the issue, the SFA should not serve any dairy to the student until appropriate substitutes are identified.
- Procedures for receiving and processing civil rights complaints must include that the State agency will be advised of the complaint within 3 working days [7 CFR 210.15(a)(6)]. Current procedures stated director would contact the SA "immediately", however during the review, the SFA updated the complaint procedure to reference the 3-day deadline.

Food Safety

- The outdated HACCP manual (2005 NFSMI) should be updated with more current SOPs (2018 ICN). Ensure all kitchen and cafeteria staff are trained on these food safety elements each year [7 CFR 210.13(c)]. Updated procedures are located at <https://theicn.org/icn-resources-a-z/standard-operating-procedures/>
- The FDA Food Code requires that food be stored six inches off the floor, that food be protected during storage, and that there be no pests in the facility to contaminate food. The dry storage area had a bag of flour that was in a crate set directly on floor. Additionally, the bottom storage shelves are not six inches off the floor as required.
- Daily food storage temperatures logs are required to ensure food is stored within recommended temperature ranges for food safety and to maintain food quality [CFR 210.13(d)]. Dry storage should be between 50-70 degrees; however it was identified

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that for the months of August, September, and October the dry storage room at the elementary school was always above the recommended temperature (71-78 degrees) when temperatures were taken first thing in the morning (approx. 7:00 AM). This temperature is likely much higher in the spring and summer months. Action should be taken to meet recommended temperatures to ensure integrity and safety of food in the dry storage area.

- The refrigerator temperature log at the elementary school indicates an upward trend in temperature. Be sure to watch this equipment for potential failure.

Professional Standards

- Employee training tracking logs must be supported by documentation. Establish a practice to obtain certificates, agendas, and sign-in sheets from all employees and retain for backup.

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 and ways to locate meals on the SFA’s website.

Local School Wellness Policy

- Federal regulation 7 CFR §210.31 requires school districts to implement a local wellness policy that must include language:
 - Permitting parents, students, school board, PE teachers, school health professionals, school food service staff, administrators, and community members to participate in the development, implementation, review, and update of the local wellness policy.
 - Identifying wellness policy leadership of one or more LEA and/or school official(s) who have the authority and responsibility to ensure each school complies with the wellness policy.
 - Specifying measurable goals for nutrition education, nutrition promotion, physical activity, and other school-based activities to promote student wellness that are written with consideration for evidence-based strategies.
 - Addressing nutrition guidelines for all foods and beverages sold on the school campus during the school day and for providing school meals that adhere to Federal meal pattern requirements.
 - Identifying nutrition standards for non-sold foods and beverages available during classroom and school celebrations.
 - Stating a policy for food and beverage marketing that allows the marketing and advertising of only those foods and beverages that meet Smart Snacks in School nutrition standards.

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- Addressing an evaluation conducted once every three years of the wellness policy and the extent to which schools are in compliance, how the district policy compares to model wellness policies, and the progress made in attaining local wellness policy goals.
- Identifying a way to share the wellness policy content and implementation with the public.
- For more information on Local Wellness Policy requirements, visit the following webpages:
 - Local School Wellness Policies at <https://www.fns.usda.gov/tn/local-school-wellness-policy>
 - Local School Wellness Policy Implementation Tools and Resources at <https://www.fns.usda.gov/tn/local-school-wellnesspolicy-implementation-tools-resources>
 - Local School Wellness Policy Outreach Toolkit at <https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit>
 - Local School Wellness Policy Implementation Tools and Resources at <https://www.fns.usda.gov/tn/local-school-wellnesspolicy-implementation-tools-resources>

Smart Snacks

- Compliance documentation to support vending machine and a la carte products must be kept. The Smart Snacks Product Calculator is a useful tool that produces a report that can be used to confirm and document compliance. The best practice is to have a binder for each vending machine that includes the nutritional facts label for all products along with the produce calculator report.
- Schools must meet the minimum requirement in 7 CFR 210.11, for all foods and beverages sold in school (also known as Smart Snacks in School) to increase consumption of healthful foods during the school day and support a healthy school environment. Food and beverages sold to students must comply with specific nutrition standards, must be tracked as exempt fundraiser(s), or must be inaccessible during the school day (defined as midnight the day before until 30 minutes after the school day ends). The popcorn sold by the PTO likely does not meet Smart Snack nutrition standards. Be sure to limit fundraisers to the 10 exemptions Idaho allows for non-compliant food fundraisers. Details available at <http://www.sde.idaho.gov/cnp/sch-mp/snacks.html>.

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,

Jennifer Butler

Jennifer Butler, MEd, SNS
NSLP Coordinator

cc: Lynda Westphal, MHS, SNS, Director, Idaho Child Nutrition Programs
Cassandra Thompson, NSLP Coordinator, Idaho Child Nutrition Programs
Jami Myers, Child Nutrition Director, Teton County School District

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Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

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(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

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