



March 21, 2025

Mr. Jason Hunter, Superintendent
Orofino Joint School District
1145 Riverside Avenue
Orofino, ID 83544

Dear Superintendent Hunter,

On December 5, 2024, Idaho Department of Education Coordinators Child Nutrition Resource (CNR) conducted an Administrative Review (AR) of Orofino School District for the following United States Department of Agriculture (USDA) programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- USDA Foods
- Fresh Fruit and Vegetable Program (FFVP)

The site reviewed was the Orofino Elementary School.

The State agency (SA) would like to commend Carmen Griffith and the entire staff of Orofino S.D. 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

Debbie Critchfield, Superintendent of Public Instruction

(208) 332-6800 | 650 W. State St., Boise, ID 83702 | sde.idaho.gov

- 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 – Meal Components and Quantities -Lunch

For the week of menu review, the PreK-8 lunch menu did not meet the minimum ½ cup weekly requirement for the beans/peas/lentil's vegetable subgroup.

CAP:

1. Provide a written statement in the Corrective Action Response box to describe the specific changes made to the menu, for the week of review, to correct all menu review findings and bring the menu into compliance.
2. Submit supporting documentation to demonstrate that the menu findings listed are now corrected. This documentation may include menus, production records, nutrition facts labels, Child Nutrition (CN) labels, and recipes. Reference the menu review results report for specific details and suggestions to bring the menu into compliance.
3. Submit the position title(s) of the School Food Authority representative(s) that will oversee this area and ensure future compliance.

Due Date: December 23, 2024; Completed November 18, 2024

Response: The SFA uploaded a modified recipe for the Baked Beans that added an additional #10 can of Vegetarian Beans. The updated recipe now provides the ½ cup weekly minimum requirements for the beans/peas/lentil's vegetable subgroup.

Finding 2 – Meal Components and Quantities – Lunch

For the week of menu review, the weekly ounce equivalence for grain-based desserts exceeded the allowable amount for the PreK-8 menu. To be compliant, no more than 2-ounce equivalents of grain-based desserts may be offered weekly.

CAP:

1. Provide a written statement in the Corrective Action Response box to describe the specific changes made to the menu, for the week of review, to correct all menu review findings and bring the menu into compliance.
2. Submit supporting documentation to demonstrate that the menu findings listed under step 1 are now corrected. This documentation may include menus, production records, nutrition facts labels, Child Nutrition (CN) labels, and recipes. Reference the menu review results report for specific details and suggestions to bring the menu into compliance.

3. Submit the position title(s) of the School Food Authority representative(s) that will oversee this area and ensure future compliance.

Due Date: December 23, 2024; Completed November 18, 2024

Response: The SFA uploaded a modified December lunch menu. The updated menu provides a 1oz equivalent serving of a grain-based dessert.

COMMENDATIONS

- The Child Nutrition Director is knowledgeable and organized.
- The daily fresh fruit and vegetable bar is a smart way to encourage healthy eating.
- The students and staff at Orofino Elementary school were friendly and respectful to each other.
- The daily fresh fruit and vegetable bar at Orofino Elementary school is a smart way to encourage healthy eating.
- The Orofino Elementary school maintains a standing Hand Sanitizer at the serving line entrance. This is an excellent example of best practice.

TECHNICAL ASSISTANCE (TA)

Meal Components and Quantities

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

Consider the following suggestions to help meet meat requirements:

- Adjust the Chicken Alfredo recipe to show fajita strips are used.
- The CN Label was secured for the pork rib. The documentation should be kept on file to confirm meal pattern crediting.

Consider the following suggestions to help meet fruit/vegetable/grain subgroup requirements.

- Bananas credit at ½ cup each instead of one cup.
- Fresh pears credit at ¾ cup each.
- The fresh veggies credit at 1 cup vegetables (1/4 cup dark green, ¼ cup red/orange, and ½ cup other vegetables).
- The Chocolate chip muffin is credited as 1 oz. whole grains per muffin instead of 2 oz.
- The hamburger buns utilized are credited as 2.5 oz whole grain each.

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,

Jessica Medrano
NSLP Coordinator

cc: Lynda Westphal, MHS, SNS, Director, Idaho Child Nutrition Programs
Carmen Griffith, Child Nutrition Director, Orofino JT. S.D.

CIVIL RIGHTS NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.