



December 1, 2021

Mr. Anthony Butler, Superintendent
Cambridge School District
455 Hopper Ave.
Cambridge, ID 83610

Dear Superintendent Butler,

On October 13, 2021, State Department of Education (SDE) Coordinators Jessica Spoja and Teresa Goodsell conducted an Administrative Review of Cambridge School District for the following United States Department of Agriculture (USDA) programs:

- National School Lunch Program Seamless Summer Option (SSO)
- School Breakfast Program Seamless Summer Option (SSO)

The State agency would like to thank the staff of Cambridge 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 Administrative Review 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 Administrative Review 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.

SA determined findings and SFA response to the findings are as follows:

Commendations

Independent contractor CN Resources (CNR) conducted the menu review and provided the following commendations:

- Staff really encourage students to choose fruits and vegetables. The salad bar at lunch looked amazing - such a great variety, and it was enjoyed by all grade levels.
- Excellent work meeting all breakfast meal pattern requirements for the week of review.

The SA provided the following commendations:

- Thank you for your continued hard work in providing meals to children while encountering difficulties due to COVID-19 issues.

Findings and Corrective Action Plan (CAP)

Finding 1 – Professional Standards

The U.S. Department of Agriculture (USDA) requires that any program receiving federal financial assistance provide annual training to its staff on civil rights, food safety, and offer versus serve (if applicable). At the time of the review, two foodservice employees had not completed food safety or offer versus serve training for SY21-22.

Corrective Action Plan (CAP): The following deliverables must be submitted to the SA:

- Upload a copy of the certificates of completion for the individuals missing their annual food safety training.
- Upload a copy of the certificates of completion for the individuals missing their annual offer versus serve training.

Due Date for CAP Completion: October 27, 2021, extended to November 19, 2021.

Corrective Action Response: On December 1, 2021, the SFA provided certificates of completion for those individuals missing offer versus serve and food safety training.

Finding 2 – Meal Components and Quantities - Lunch

On September 22, 2021 meals counted for reimbursement did not contain all of the required components. The lunch offered did not contain a vegetable. This finding may result in fiscal action due to incomplete meals being counted for reimbursement.

CAP: The following deliverables must be submitted to the SA:

- Provide a statement that the sponsor will ensure that all meals planned for reimbursement contain at least the minimum number of required components in the minimum portion size for the specific grade group.

Due Date for CAP Completion: October 22, 2021

Corrective Action Response: On October 21, 2021, the SFA provided CNR with an email response stating the sponsor will correct the missing vegetable component, "We will have a salad bar every day, even if breakfast foods are being served for lunch. As of November 1st, we will have a new food manager. Through this process we will make sure that all staff know proper portions."

Finding 3 – Meal Components and Quantities - Lunch

For the week of menu review, the lunch menu did not meet the minimum:

- Daily fruit requirement - Fruit was offered daily, however the minimum required portion size was not met for grades 9-12.
- Daily vegetable requirement - A vegetable was not offered on 9/22/21 for all grades 6-12.
- Weekly requirement for meat/meat alternate - A meat/meat alternate was offered daily, however the weekly minimum requirement was not met for grades 6-8.

CAP: The following deliverables must be submitted to the SA:

- A written statement that the fruit, vegetable, and weekly meat/meat alternate requirements are now met. Include a detailed statement to describe 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.
- Upload 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.

Due Date for CAP Completion: October 22, 2021

Corrective Action Response: On October 22, 2021, the sponsor emailed the following corrective action statements which are appropriate to correct the findings.

- All serving staff now know that 1 cup of fruit is required for grades 9-12. Serving requirements for all of the 5 required groups are readily available and we are in the process of getting training accounts for all food service employees.
- We will have a salad bar everyday even if breakfast is being served for lunch. As of November 1st, we will have a new food manager. through this process we will make sure all staff know proper vegetable portions.
- All serving staff now know that a total of 7 oz. of meat/meat alternative is required for grades 6-8. Serving requirements for all of the 5 required groups are readily available and we are in the process of getting training accounts for all food service employees. We also talked about weighing a few sample servings to make sure that we have the correct serving amount.
- We will apply for the waiver allowing for flexibility of whole grains and vegetable subgroups.

Seamless Summer Option Review Findings

Idaho Child Nutrition Programs (CNP) Coordinator Jennifer Butler conducted an off-site desk review of the Cambridge School District's National School Lunch Program (NSLP) Seamless Summer Option (SSO) operations during School Year (SY) 2020-2021 on XXXXX (date) due to the COVID-19 public health emergency. During that SSO review, it was discovered that the School Food Authority (SFA) failed to meet meal pattern requirements and maintain production records as required. Issues with production records had been addressed during the two previous Administrative Reviews (AR) with comprehensive feedback and support resources provided on multiple occasions.

As part of the corrective action plan (CAP) for the SSO review, the State Agency (SA) requested daily production records to be uploaded on a weekly basis until they were completed correctly and SA feedback and corrections were no longer necessary. The SA had hoped that submitting production records would help encourage the daily routine required to ensure that production records are compliant and completed at the end of meal service on a daily basis. Following two weeks of uploads and feedback provided by the SA, the SFA ceased uploading production records as required. Given that CAP deadlines were not being met, and the SFA had all tools and information required to meet program requirements, the SA determined to suspend the SSO Review and CAP upload requirements and resume review of the SY20-21 daily production records during the SY21-22 AR.

In an *SSO Review Suspension* letter dated April 13, 2021, the SA identified the CAP monitoring would continue with review of the daily production records for both breakfast and lunch meals served from the time when CAP uploads ceased (March 28, 2021) through the last day of SY20-21 (May 27, 2021), as well as, from the first day of meal operations for SY21-22 (August 25, 2021) until the day of review for the AR (October 13, 2021). The SFA was advised that any meal service that did not have a compliant supporting production record would result in all claimed meals being considered ineligible for Federal reimbursement. As part of the SY21-22 AR, failure to provide the identified documents for the specified dates would result in the disallowance of any meals served where no production records are available.

On October 14, 2021, CNP Coordinators Jennifer Butler and Lynda Westphal conducted an on-site visit and requested all production records for the previously identified dates. Daily meal counts were collected and disallowed for any day that a production record for breakfast or lunch was not available. Fiscal action was identified and discussed with Superintendent Butler. The next day, the superintendent advised that some of the missing production records were located and asked if the SA would accept them. On October 18, missing production records for breakfast and lunch meals for a total of 12 days from SY21-22 were submitted and upon review the SA recalculated fiscal action to exclude the previously missing days.

Upon determining a total of \$21,973.86 in fiscal action from missing production records from March 28, 2021 through October 12, 2021, the SA reached out to USDA for direction. USDA identified that the SA had provided ample technical assistance to the SFA and it was reasonable to pursue fiscal action for meals not supported by production records. However, as the SFA demonstrated a commitment to making changes to address this repeat finding by placing different personnel in charge of completing daily production records, the SA determined to disregard all fiscal action for meals from SY21-22 not supported by production records. This decision was based on the flexibility granted in USDA guidance [*COVID-19: Child Nutrition Response #100: Waiver to Allow Fiscal Action Flexibility for Meal Pattern Violations Related to COVID-19 Supply Chain Disruptions Impacting School Meals in SY2021-22*](#). This guidance was issued on September 15, 2021, and waived the requirement for SAs to apply fiscal action for missing food components or missing production records as detailed in [7 CFR 210.18\(l\)\(2\)\(i\)](#).

Due to missing production records from the identified time period of SY 20-21 to be reviewed (March 28 – May 27, 2021), fiscal action results in \$15,191.68. A total of 2,668 breakfast meals and 2,545 lunch meals were disallowed. During SY20-21, all claimed student meals were reimbursed under the free rate (\$2.26 for breakfast and \$3.60 for lunch) when operating SSO, resulting in fiscal action of \$6,029.68 for breakfast and \$9,162.00 for lunch. The SFA will need to return a total of \$15,191.68 paid reimbursement for these ineligible meals claimed in April and May 2021.

Technical Assistance (TA)

Certification and Benefit Issuance

- This area was not reviewed based on USDA Guidance COVID-19: Child Nutrition Response #97 - the requirement under 7 CFR § 210.18(g) (1) is waived regarding certification and benefit issuance and the requirement under 7 CFR § 210.18 (h)(2)(i) (A-E) is waived regarding free and reduced-price processes not applicable to SSO in SY21-22. Local Wellness Policy
- For more information on local wellness policy requirements, visit the SA's [School Wellness webpage](#).

Civil Rights

- Please update your non-discrimination statement to the correct USDA non-discrimination statement. The short non-discrimination statement reads, "This institution is an equal opportunity provider."
- Consistent with Section 9(b) of the Richard B. Russell National School Lunch Act, 42 USC 1758(b), and according to 7 CFR § 245.6 (a)(2), schools are required to communicate school meals eligibility information "in an understandable and uniform format and to the maximum extent practicable, in a language that parents and guardians can understand." Once a school becomes aware of an LEP individual's needs, the school is responsible for ensuring that their application and other household materials (letter,

instructions, notices, and verification materials) are available in a language the LEP individual can understand.

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 30 days 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)
- The United States Department of Agriculture has established minimum Professional Standards for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs, effective July 1, 2015. The standards provide annual training requirements for all school nutrition professionals. It is required that some form of documentation be kept on file to show Professional Standards compliance; options include the [FNS online tracking tool](#) and two Professional Standards tracking resources available in MyIdahoCNP under Download Forms in the Professional Standards section. Sponsors should create a new training log for all employees each school year.

SFA On Site Monitoring

- Breakfast POS (point of service) on-site reviews are covered in 7 CFR § 220.11(d)(1) which states: every school year, each school food authority with more than one school shall perform no less than one on-site review of the breakfast counting and claiming system and the readily observable general areas of review identified under 7 CFR § 210.18(h) of this chapter, as specified by FNS, for a minimum of 50 percent of schools under its jurisdiction with every school within the jurisdiction being reviewed at least once every two years. The on-site review shall take place prior to February 1 of each school year. Further, if the review discloses problems with a school's meal counting or claiming procedures or general review areas, the school food authority shall ensure that the school implements corrective action, and within 45 days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problems. Each on-site review shall ensure that the school's claim is based on the counting system and that the counting system, as implemented, yields the actual number of reimbursable free, reduced price and paid breakfasts, respectively, served for each day of operation.

Meal Components and Quantities

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

- During the review, the components of the meal patterns were discussed with the sponsor. The sponsor must ensure that all meals counted for reimbursement contain the required components in the minimum portion size required for the specific grade group.
- The federal regulations require weekly minimum amounts of meat/meat alternate to be served. The weekly requirement of 7 oz. eq. was not met. The menu offered a minimum of 6.5 oz. eq. of meat/meat alternate throughout the week. Consider offering the larger PB&J on Monday 9/20 or increasing the serving size of the scrambled eggs on Wednesday 9/22 to meet minimum weekly requirements.
- All grains offered must be whole grain-rich to meet requirements. The menu met 68.8% whole grains for the week of review. The pasta, chips, and breadstick were not whole grain-rich. 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. For more information on identifying products that meet the whole grain-rich criteria, refer to the "[USDA's Whole Grain Resource](#)". To meet requirements complete the Meal Waiver Request Form for this requirement, as provided below.
- On Wednesday, no vegetables were offered as part of the reimbursable meal to all grade levels, as the salad bar was not offered. This finding may result in fiscal action due to incomplete meals claimed for reimbursement. Consider offering the salad bar on this day or offer at least 3/4 cup vegetables on the line to meet the daily 3/4 cup vegetable requirement for grades 6-8 and 1 cup for grades 9-12.
- Subgroups of vegetables must be met for each grade group. The ½ cup weekly starchy vegetable subgroup requirement is at risk of being met. The only starchy vegetable offered this week is part of the salad bar. If students only take a small serving 1/8 cup each day that it was offered, they may be short of the 1/2 cup requirement. Ensure the salad bar is offered every day to ensure that even if students choose a small portion, they will still meet starchy vegetable requirements. Complete the waiver for flexibilities on vegetable subgroups.
- The federal regulations require a minimum of 1 cup of fruit to be offered each day for grades 9-12. This requirement was not met on Thursday 9/23. Only 1/2 cup of grapes was offered. Increase the serving size to 1 cup to meet minimum requirements.
- Subgroups of vegetables must be met for each grade group. The 1 1/4 cup weekly starchy vegetable subgroup requirement is at risk of being met. If students choose a small portion of red/orange vegetables from the salad bar, they may fall short of the weekly requirement. Ensure the salad bar is offered every day to ensure that even if students choose a small portion, they will still meet starchy vegetable requirements. To meet requirements, complete the waiver for flexibilities on vegetable subgroups as listed below in the comments section.

- Not all salad bar production records listed the expected portion sizes of each vegetable that are planned for students. It is measured in 1/2 cup servings, but likely that students are not taking 1/2 cup of all vegetables. Please include the minimum estimated portion sizes for each vegetable to ensure that if students are taking smaller portions, that minimum vegetable requirements are met daily and weekly for both amount and subgroup variety.
- Complete the [Meal Pattern Waiver Request form](#), allowing meal pattern flexibilities for whole grain-rich and vegetable subgroups. The state agency will consider requests that are targeted and justified based upon disruptions to the availability of food products resulting from unprecedented impacts of COVID-19.

Procurement

- A procurement review was completed and closed on March 9, 2021.

Fiscal Action

Due to the findings from the SSO portion of the Administrative Review, the SFA will need to return a total of \$15,191.68 paid reimbursement for ineligible meals claimed in April and May 2021. Should you wish to appeal any of these findings please follow the appeal procedures on the [State Agency Appeal Procedures](#) document located on [the SDE web page](#). A copy of the Appeal Rights is attached to this letter.

Your review is now closed.

If you wish to discuss any of these findings, please contact me at (208) 332-6829.

Thank you for your continued support of the Child Nutrition Programs!

Sincerely,

Jessica Spoja

[electronic signature]

Jessica Spoja, MPA

National School Lunch Program Coordinator

Enclosure: State Agency Appeal Procedures

cc: Colleen Fillmore, PhD, RDN, LD, SNS, Director, Child Nutrition Programs
Kenna Waggoner, Food Service Director, Cambridge School District

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- (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.

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