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SUPERINTENDENT OF PUBLIC INSTRUCTION

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December 19, 2022

Dr. Todd Shumway, Superintendent  
North Gem S.D.  
360 S. Main  
Bancroft, ID 83217

Dear Superintendent Shumway,

On November 16, 2022, State Department of Education (SDE) Coordinators Jennifer Butler and Cambria Steffler conducted an Administrative Review (AR) of North Gem School District for the following United States Department of Agriculture (USDA) programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP) - Operating Provision 2 breakfast option

The site reviewed was North Gem Schools.

The State agency (SA) would like to commend Jill Askew and the entire staff of North Gem 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 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 – Food Safety

A food safety manual (HACCP) was available, but was the 2003 sample Standard Operating Procedures (SOPs) which includes old references to the 2001 Food Code. An updated ICN version is available at [Standard Operating Procedures – Institute of Child Nutrition \(theicn.org\)](https://theicn.org). An employee exclusions policy was also not included; a sample template is available in Download Forms.

**CAP:** Upload a narrative identifying the steps taken to replace the HACCP manual. Include dates for each action and explain processes for kitchens to ensure the manual is customized to each site and how training on the manual will occur. When reviewing the manual, be sure to include the date each section was implemented.

**Completed:** December 5, 2022

**CAP Response:** The director advised that the New HACCP Manual was downloaded and printed from Institute of Child Nutrition. All "chapters" were printed, modified with North Gem School and any other changes necessary or specific for the school, and signed and dated as of 11-21-2022. Staff will be trained on the new manual and training signed as part of professional standards.

### Finding 2 – Civil Rights

The Food Services web page included a link to an outdated Nondiscrimination Statement (NDS).

**CAP:** Update the link to access the correct NDS.

**Completed:** November 10, 2022

**CAP Response:** The website was corrected with a link the current NDS.

### Finding 3 – Meal Components and Quantities

Independent contractor CN Resource (CNR) identified that for the week of menu review, the weekly grain-based dessert allowance was exceeded for the K-12 lunch menu. No more than 2-ounce equivalents of grain-based desserts may be offered weekly, but the menu provided 4 oz. eq. grain-based desserts for the week for grades K-5, 6-8, and 9-12.

**CAP:** Provide a written statement that the weekly grain-based dessert requirements are now met and provide documentation demonstrating the correction.

**Completed:** October 31, 2022

**CAP Response:** The graham crackers were switched to a WGR chip to go with the PBJ Pack.

## **Recommendations**

- The director was well prepared for the review and completed all off-site modules with required uploads in a timely manner. She has good established practices in place, yet is receptive to suggestions when offered.
- CNR advised the SFA did an awesome job with meal service and organization. All meal requirements were met with plenty of good food; Great job keeping records organized and storage compartments orderly with temperature logs kept daily.

## **Technical Assistance (TA)**

### **Meal Components and Quantities**

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

- 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.
- Keep in mind that sweet crackers, such as animal and graham crackers, credit as a grain-based dessert.
- Only 2 oz. eq. of creditable grain-based desserts are allowed per week. The reviewed menu provided 4 oz. eq. grain-based desserts for the week for grades K-5, 6-8, and 9-12. Reduce the amount of grain-based desserts served on the menu this week to less than or equal to 2 oz. eq. grain. The krispy rice bar and tiger grahams credit as grain-based desserts. Consider switching to an un-sweetened grain with the PB & J Pack such as savory crackers, pretzels, or tortilla chips. Ensure the new item credits at 1 oz. eq. whole grains per serving to meet meal requirements.
- Ensure the grade groups are recorded on all production records daily.

### **Food Safety (HACCP)**

- Temperatures of food and equipment are recorded on a daily sheet. The SA discussed the use of a monthly temperature log for equipment to help demonstrate patterns in equipment when seeing the temps on one sheet. A monthly log template is available in Download Forms.

### **Civil Rights**

- All household notification letters advising of meal benefit status must include the full USDA Non-discrimination Statement. Ensure current versions of SA template letters are utilized.

### **Local School Wellness Policy (LWP)**

- LWP Section 8230 *Nutrition Standards* adopted July 17, 2019, includes whole grain-rich and flavored milk requirements that are no longer in effect beginning SY22-23. For more

information, refer to [Transitional Standards for Milk, Whole Grains and Sodium - Final Rule](#); Memo SP04-2022: *Question and Answer Guidance on the Final Rule Child Nutrition Programs: Transitional Standards for Milk, Whole Grains, and Sodium Effective July 1, 2022*; and Memo SP05-2022: *Meal Requirements Under the NSLP & SBP: Q&A for Program Operators Updated to Support the Transitional Standards Effective July 1, 2022*.

### School Breakfast Program (SBP) Outreach

- SFAs must send reminders regarding the availability of the SBP throughout the school year (7 CFR 201.12 (d)). The monthly newsletter includes the lunch menu, but no reference to breakfast. Neither the elementary or secondary student handbooks mention that breakfast is offered at the school, nor is there any indication on the website. As breakfast is free to all students under Provision 2, steps should be taken to promote breakfast and remind families of the availability for students to participate.

### Special Provision Options

- Provision 2 Base Year (SY02-03) benefit issuance was previously validated by the SA on March 9, 2017. However, while SA reviewers were onsite, the retention of some of the required Provision 2 documentation could not be confirmed. The SFA was given a due date of November 30, 2022, to locate and submit the missing records to the SA.
  - The missing records were located and uploaded for SA review. Therefore, the SFA may continue to operate Provision 2.
- This current Provision 2 cycle expires at the end of this school year (SY22-23). If you wish to continue with Provision 2 breakfast, you must contact the SA prior to the expiration date to see if you qualify for an extension. Ensure all required Provision 2 documentation is maintained per requirements.

### Resource Management Comprehensive Review

- The SFA's SY22-23 USDA Paid Lunch Equity (PLE) Tool identified a required weighted average price of \$3.31 (rounded to \$3.30) for student paid lunches. The SFA's prices are below equity with an approved \$3.15 weighted average price. The current \$3.05 and \$3.25 prices were approved because they were increased at least 10 cents from the last approved prices. Consider an increase greater than 10 cents next year in order to catch up to your weighted average requirement.
- Financial Specialist Kat Forstie provided the following TA regarding her review of the completed Nonprogram Food Revenue Tool (NPFRT).
  - All breakfast and lunch menus must be included on one spreadsheet
  - Calculate recipes per grade group to ensure compliance with the meal pattern. There was not a breakdown of the age/grade groups which makes the document non-compliant. There should be a K-5, 6-8 and 9-12 breakdown to account for portion sizes and calorie requirements. By not having the grades broken out, meal patterns could be out of compliance.
  - A la carte prices may need to be increased.

## **Procurement**

- A procurement review was previously completed. Please follow the guidance provided by Procurement Specialist Kat Forstie in the closure letter provided at that time.

## **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  
Jill Askew, Child Nutrition Director, North Gem 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; 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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