

November 15, 2021

Eric Pingrey, Superintendent
McCall-Donnelly Jt. School District
120 Idaho Street
McCall, ID 83638

Dear Superintendent Pingrey,

On October 13, 2021, State Department of Education (SDE) Coordinators Jennifer Butler, Lynda Westphal, and Jamie Gibson conducted an Administrative Review of McCall-Donnelly Jt. 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)
- USDA Foods

The State agency (SA) reviewed Barbara Morgan Elementary School (grades K-5).

The SA would like to thank Lisa Howes and the entire staff of McCall-Donnelly Jt. 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 five-year cycle 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 LWP (adopted Feb. 2014 and amended Feb. 2016) was found out of compliance. On July 29, 2016, the USDA Food and Nutrition Service (FNS) finalized regulations to create a framework and guidelines for written wellness policies established by LEAs. Technical Assistance (TA) was provided during the last AR (Dec. 2016) advising that LEAs were required to comply fully with the requirements of the final rule and [7 CFR 210.31](#) by June 30, 2017.

Corrective Action: Provide a written plan and timeline describing how and when the wellness policy language will be brought into compliance with Federal requirements.

CAP Completion Date: October 27, 2021

CAP Response: The superintendent and foodservice director met and discussed plans on updating the 2000 series of ISBA policies. The policy committee will evaluate the wellness policy at their November meeting. Based on monthly school board meetings, it is anticipated that the final policy will be approved at the January 2022 meeting.

Finding 2 – Meal Components and Quantities

Independent contractor CN Resource completed the menu review and identified that for the week of review, the breakfast menu did not meet the minimum daily requirement for fruit. Fruit was offered daily, however the minimum required portion size was not met.

Corrective Action: Provide a written statement addressing how daily fruit 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. Submit supporting documentation to demonstrate that the menu findings are now corrected.

CAP Completion Date: November 9, 2021

CAP Response: The SFA submitted to CN Resource a written statement describing that juice has been added to the daily menu to meet the minimum fruit offering.

COMMENDATIONS

- Thank you for your continued hard work in providing meals to children while encountering difficulties due to COVID-19 issues.
- The school manager did a great job on the service line interacting with students and using a clicker in a subtle manner.
- The salad bar included a vast variety of fruits and vegetables; the SA observed students selecting a nice assortment.

- Independent contractor CN Resource reported that while on-site they observed the staff doing an excellent job with preparing and serving meals for the students despite very difficult staffing challenges. They also heard many compliments from students about the lunch served.

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.

Verification

- This area was not reviewed as no free and reduced-price meal applications were received for SY22 as of the day of review.

Dietary Specifications and Nutrient Analysis

- CN Resource completed the menu review and provided the following TA 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.
 - The federal regulations require specific serving sizes of fruit/vegetable for breakfast. Servings were sometimes less than the required 1 cup serving. The daily fruit requirement was not met on Thursday and Friday when only a 1/2 cup serving of fruit was offered. A whole banana was served on Thursday. The USDA Food Buying Guide indicates a whole fresh banana is creditable at only 1/2 cup fruit. On Friday, 1/2 cup pineapple was served. Consider offering 1/2 cup of 100% fruit juice with these meals, to meet the 1 cup daily fruit requirement.
 - 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 written in standardized format with complete information. Items on the menu that need standardized recipes include the following:
 - Parmesan Pasta: The yield for the recipe did not calculate to match the serving size of 1/2 cup cooked pasta.
 - Baked Beans: The recipe was unclear regarding the amounts in cups and cans for each baked bean product. It was difficult to calculate the amount of beans in the recipe.

- Chicken Alfredo: It appears there is a recipe within a recipe. This recipe will need to be adjusted to include the Chicken Alfredo with a Twist or make it clearer what that ingredient is.
 - Standardize the recipes so that true yields and portion sizes can be determined. To be standardized recipes must include the following:
 - All ingredients in the recipe
 - Correct measures and specific weight/measure of each ingredient
 - Serving/portion sizes for each age/grade group
 - The true yield made by the recipe
 - Clear and complete preparation steps and directions
 - A Child Nutrition (CN) Label or Product Formulation Statement (PFS) was not submitted for all processed menu items. This documentation was secured for the Taquitos, in order to determine meal pattern crediting. A sponsor should secure this documentation and maintain on file for processed food products. The labeling submitted for the Pizza Rippers was not an official PFS and did not include the meal pattern calculations. An official CN Label from the product packaging or a complete PFS, should be secured from the manufacturer to confirm meal pattern crediting.
 - USDA offers topic-specific policy and resource materials to assist schools in meeting the nutrition standards. Reference the [Tools for Schools](#) webpage for the latest regulations, find free nutrition education curricula, or get ideas for adding tasty, kid-friendly foods to enhance school meal programs.
 - All grains offered must be whole grain-rich to meet requirements. All grains offered must be enriched to meet school meal program requirements.
 - The lunch menu met 75.7% whole grains for the week of review. The Rotini served Monday in the Parmesan Pasta and Chicken Alfredo on Friday were not whole grain-rich.
 - The breakfast menu met 82% whole grains for the week of review. The Berry Colossal Crunch offered Monday and Friday was 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.
- Pursuant to USDA guidance *COVID-19: Child Nutrition Response #90*, the SFA requested meal pattern flexibilities for school year 2021-2022. Based on an approved request (9/24/21), as of the day of review (10/13/21), the following requirements are waived as needed during this school year:
 - That all grains offered be whole grain-rich, at 7 CFR 210.10(c); and 220.8(c).

Meal Components and Quantities

- Production records are a written record demonstrating that a reimbursable meal was served. They also provide valuable information for planning and forecasting menus. The submitted production records did not provide adequate information. It is a requirement of the federal regulations to maintain complete and accurate production records. CN Resource identified the following problems areas with completed production records:
 - Serving sizes documented were not clear and complete. The serving sizes did not match what was actually offered, per communication with the sponsor. Serving sizes documented were not clear and complete. Examples include: serving sizes for chicken nuggets, vegetable offered each day, chicken taquito, and baked beans.
 - Milk types and condiments were not recorded on the production records. Types of milk offered did not always match what was on the production records.
- On the day of review, insufficient quantities of rice were served for the mandarin chicken and rice dish for 18 lunch meals. As the manager identified that participation levels were higher than anticipated, she began serving smaller portions resulting in the daily minimum of grain not being offered to the final group of students. Crackers or some other grain item should be readily available in the event inadequate portions occurs again to avoid disallowance of meals.
 - Although food service did plan for additional meals, adult meals contributed to running out of rice. Adults are requested to submit a lunch count in advance to assist foodservice in preparing adequate quantities and some counts were not submitted. Additionally, adults requested larger portions than the menu planned for.

Paid Lunch Equity

- This area was not reviewed based on USDA Guidance *COVID-19: Child Nutrition Response #97* in which the requirement under 7 CFR 210.18(h) (1) (ii) is waived regarding the requirements for pricing paid lunches in 210.14(e) that are not applicable to SSO in SY21-22.
- Per USDA, the SY 2020-21 Weighted Average Price equal to or above the target price of \$3.18 are compliant for SY 2021-22. \$3.18 is the difference between the Free and Paid reimbursement rates for SY 2020-21.

Civil Rights

- Civil rights training must occur at the beginning of each school year and ongoing as necessary, including for any new employees. Ensure all employees understand their responsibilities and role in accepting and processing any civil rights complaints filed.
- Only teachers, secretaries, custodians, and volunteers can complete Civil Rights training using the *Frontline Staff* handout. All foodservice staff, determining, confirming, verifying, and hearing officials, and their supervisors must watch the full video training.

SFA SSO On-Site Monitoring

- Ensure the SFA on-site monitoring is conducted for all SSO sites no later than February 1 for SY22. Be sure to retain documentation of these reviews in line with record keeping requirements and continue searching for documentation for SSO reviews completed during SY21. The director advises of a plan to conduct a breakfast review at the high school and middle school which also includes a second chance breakfast. Lunch will be reviewed at the elementary schools. The director states she will have all 4 school sites reviewed by mid November.

Local School Wellness Policy (LWP)

- The SFA opted into *COVID-19: Child Nutrition Response #98 Nationwide Waiver of Local Wellness Policy Triennial Assessments in the National School Lunch and School Breakfast Programs* waiving statutory and regulatory requirements at 7 CFR 210.31(e) and providing a new first triennial assessment deadline of June 30, 2022.
- For more information on local wellness policy requirements, visit the SA's [School Wellness](#) webpage.

Professional Standards

- Requirements under 7 CFR 210.30(b)(3), (c), and (d) specific to Professional Standards annual training requirements for all school nutrition professionals are not applicable when operating SSO during SY21-22. However, SFAs are encouraged to have staff continue to complete in-person or online training whenever possible to support program expectations.
- Employee training tracking logs must be kept each year with certificates, agendas, and sign-in sheets retained for backup to support the hours listed on the tracking log.
- The district participates in Safe Schools training, be aware that there is a training module specific to civil rights in foodservice which will not meet the annual Civil Rights training requirement. However, there are also food safety and offer versus serve trainings that may be beneficial.

Food Safety

- Food storage temperatures were not consistently recorded for the dry storage room and milk cooler (CFR210.13(d)). Recording daily temperatures ensures food is stored within recommended temperature ranges for food safety. This standard helps ensure food quality as well as provide an indication of cooler equipment beginning to fail.
- Each SFA is required to purchase domestic agricultural commodities or products that are produced and processed substantially in the United States or territories, as applicable (7 CFR 210.21 (d)). If a product from another country is sourced, then the food service must have proof that the domestic product is significantly higher in price or not available in sufficient quantities. Include the Buy American provision in SFA solicitation documents for the purchase of commercial foods. The SFA should require suppliers to attest that their final food products are either 100% domestic commodities or a food product containing over 51% domestic food components, by weight or volume. Products must be checked upon receipt and not accepted if the products do not comply with the

Buy American provision, unless there is documentation to justify the exception (exorbitant pricing or product shortages. The SFA must keep documentation justifying the limited exception(s); utilize the document available in Download Forms.

- Oranges from Chile and bananas from Costa Rica were observed. Complete and retain the SA's "Buy American Exception Form" for all food products requiring documentation.

Reporting and Recordkeeping

- Food service records, per 7 CFR 210.15, must be maintained for three years plus the current year to document compliance with program regulations and the service of reimbursable meals. A plan for record retention needs to be incorporated and followed despite potential relocation issues. During the review, some required records were missing from previous school years.

Procurement

- A separate procurement review was completed by Financial Specialist Kathrine Forstie in SY20-21. As a result of that review, the district was required to update their procurement policies.

FISCAL ACTION

Due to inadequate portions served in 18 lunch meals, fiscal action results in \$77.71. However, since this amount falls under the \$600 threshold, the fiscal action will be disregarded and no financial adjustment will occur.

YOUR REVIEW IS NOW CLOSED.

There is no fiscal action resulting from this review. 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.

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

[electronic signature]

Jennifer Butler, MEd, SNS

NSLP Coordinator

cc: Colleen Fillmore, PhD, RDN, LD, SNS, Director, Child Nutrition Programs
Lisa Howes, Child Nutrition Director, McCall-Donnelly Jt. School District

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