

March 22, 2023

Kelly Trudeau, Administrator  
Compass Public Charter School  
4667 W Aviator St  
Meridian, ID 83642

Dear Superintendent Trudeau,

On January 10, 2023, State Department of Education (SDE) Coordinators Cambria Steffler, Jennifer Butler, and Pamela Murray conducted an Administrative Review (AR) of Compass Public Charter School for the following United States Department of Agriculture (USDA) programs:

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

The SA reviewed Compass Public Charter School.

The State agency (SA) would like to commend Nikki Burns and the entire staff of Compass Public Charter School 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 – Verification

One application was verified using a Federal Tax Summary. In order to use this documentation, the LEA must have an employee that can accurately assess the tax summary while working in conjunction with someone from the household in order to make a final determination of income. Otherwise, a collateral contact must be utilized to validate income.

**CAP:** Contact the bookkeeper and discuss her ability to determine the household income based on tax documentation. If she is unable to do so, then contact the household to begin the verification process using a collateral contact. Review the Eligibility Manual for guidance and contact Melissa Cook at the State agency with any questions. Upload results of the verification process and any changes in determination.

**Date of CAP completion:** January 31, 2023

**Corrective Action Response:** The FSD contacted the household's CPA to validate income and uploaded the results of the verification.

### Finding 2 – Meal Counting and Claiming

There was a non-systemic issue in the December breakfast claim. The December claim had 10 additional meals claimed than the number of meals counted due to transposing digits. The Food Service Director has been using an Excel sheet to manually record total meals for claiming. Technical Assistance was provided that the Food Service Director should use the meal count reports produced by the point of service software to limit the chance of errors when recording meal counts.

**CAP:** Develop a plan to ensure accurate meal counting and claiming using the electronic point of service and train applicable employees. Upload the plan and documentation of training into MyIdahoCNP Review Attachments.

**Date of CAP completion:** January 11, 2023

**Corrective Action Response:** The FSD will utilize the Standard State Report from their software system when entering the claim. A lead staff member will verify these numbers are accurate.

### Finding 3 – Civil Rights

School Foodservice Authority staff (i.e. kitchen staff, determining official, and confirming official), school staff who interact with program applicants or participants (cafeteria aides), and the hearing official must have annual civil rights training. Although training records were provided for foodservice staff, no training occurred for the hearing official and the cafeteria aides.

**CAP:** 1. Have the hearing official complete the 1-hour civil rights training video and sign and date the sign in sheet when completed. Upload the sign-in sheet.

2. Have all cafeteria and kitchen aids read and sign the one-page frontline staff civil rights training document. Upload the signed civil rights documents for review.

**Date of CAP completion:** January 31, 2023

**Corrective Action Response:** The sponsor provided the sign in sheet for the civil rights training completed by the hearing official. A document with electronic signatures was uploaded for the frontline staff civil rights document.

#### **Finding 4 – Buy American**

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 SFA must have documentation that the domestic product is significantly higher in price or not available in sufficient quantities. The Buy American Exemption Form was provided for bananas and pineapple, but not completed in full. Documentation was not available during the AR for canned mandarin oranges from China and quinoa from Ecuador.

**CAP:** Complete the SA's "Buy American Exception Form" for all food products requiring documentation and correct the form for pineapple. Upload completed documentation.

**Date of CAP completion:** January 25, 2023

**Corrective Action Response:** The sponsor uploaded Buy American Exception forms for all required food products.

#### **Finding 5 – Professional Standards**

7 CFR 210.30 (g)(2) requires documentation to establish employees are meeting the professional standards requirements. Currently, all training is tracked with a sign in sheet and agenda, but individual employee training hours are not tracked. Professional standards training tracking logs in both Word and Excel are located in Download Forms.

**CAP:** Complete a training tracking log for the Food Service Director showing completed training hours for SY22-23 and upload a copy for review.

**Date of CAP completion:** January 11, 2023

**Corrective Action Response:** The FSD uploaded her professional standards training log.

#### **Finding 6 – Civil Rights**

The special dietary needs accommodation form on the website is outdated. Update your special dietary needs accommodations form with the required information. It is recommended that the SFA uses the State agency Medical Statement to Request Special Meals form available in Download Forms.

**CAP:** Update the special dietary needs accommodation form on the school district's website. Provide a link to the updated form.

**Date of CAP completion:** January 10, 2023

**Corrective Action Response:** The sponsor updated the form and the SA reviewed while on site.

#### **Finding 7 – Meal Components and Quantities - Lunch**

For the week of menu review, the 9-12 lunch menu did not meet the minimum 2-ounce daily requirements for meat/meat alternate for one day serving pasta and meat sauce. It is

recommended to either increase the serving size of the meat sauce or increase the amount of meat in the recipe to meet the 2-ounce daily requirement.

**CAP:** Provide a written statement and supporting documentation that the meat/meat alternate daily requirement is now met.

**Date of CAP completion:** December 28, 2022

**Corrective Action Response:** The sponsor provided a standardized recipe showing an increase of meat in the recipe to meet the 2-ounce meat/meat alternate serving.

### **Finding 8 – Civil Rights**

For the week of menu review, the K-5, 6-8, and 9-12 lunch menus did not meet the minimum ½ cup weekly requirement for the bean/legume vegetable subgroup. Bean/legume vegetables were offered, but not in large enough quantities to meet the weekly requirement. For grades K-5, a 1/3 cup hummus served met 1/4 cup beans/legumes for the week. For grades 9-12, the bean/legume vegetable subgroup requirements were not met for all meal lines. On Thursday a beef and bean burrito was served which contributed 1/4 cup refried beans per serving, but this was not available to the enchilada line. All lines must have access to vegetable subgroups throughout the week.

**CAP:** Provide a written statement and supporting documentation that the beans/legumes vegetable subgroup requirement is now met.

**Date of CAP completion:** December 28, 2022

**Corrective Action Response:** The sponsor provided a production record indicating additional servings of the bean/legume vegetable subgroup to meet the ½ cup requirement.

### **Commendations**

- During the lunch meal service, the kitchen staff was quick to make decisions to make sure the meal pattern was met. The SA observed that milk was poured into individual serving cups when the milk cartons ran out.
- The kitchen staff created a nice environment for students by switching the salad bar to accommodate the grade levels. This allowed the students to have similar experiences in choosing their food options for lunch.
- The Food Service Director was well prepared for the Administrative Review and was open to feedback and willing to make changes based on observations and input.
- CN Resource completed the menu review and provided the following commendation: Great job with meal requirements and knowledge of the NSLP program. Very organized with paperwork and storage compartments.

### **Technical Assistance (TA)**

#### **Certification and Benefit Issuance**

- The hearing official must be a separate individual with higher authority over the determining, confirming, and verifying officials that would oversee the hearing process and settle the eligibility if the confirmed determination is disputed. Update the

application packet to include an individual with higher authority than the food service director. Also edit the application to change the determining official to the foodservice director and confirming official to be the software program based on discussions during the AR.

### **Verification**

- A confirmation review must occur prior to sending out the household letter for Verification to ensure the correct determination was originally made. This review must be documented on the application. As an online application system is utilized, the SFA will need to add details from the For Internal Use Only section of a paper app, including adding a space for the confirming official to sign and date and the verifying official to sign and date as well as document the results of verification and when the required notices were sent.

### **Meal Counting and Claiming**

- Although students are not overtly identified as free or reduced, names and account balances are visible on the POS screen for anyone walking by. Based on limitations with moving the POS, consider purchasing screen covers to help limit visibility of the POS screen to support student privacy.

### **Meal Components and Quantities**

- Independent contractor CN Resource completed the menu review and provided the following TA:
  - Ensure your production records include the specific fruits that are offered on each day.
  - 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.
  - The meat/meat alternate crediting for the pepperoni on the pizza served on Friday could not be determined, due to the lack of manufacturer documentation to confirm child nutrition crediting. A CN label or Product Formulation was not available. The meat/meat alternate requirement was met with the cheese on the pizza.

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

- The HACCP manual was stored in the foodservice director's office away from the kitchen. Move the manual to the kitchen so it can easily be accessed by all child nutrition employees.

### **Offer versus Serve (OVS)**

- The training agenda listed "components of a meal" which covered OVS. To support required documentation for OVS training, be sure to reference OVS specifically on the agenda. It is also recommended to identify OVS at lunch vs OVS a breakfast to ensure that nuances between the meal services are addressed.

### **Professional Standards**

- Per 7 CFR 210.30 Professional Standards Regulations, 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 year 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.
- The Professional Standards for School Nutrition Program Employees brochure was provided.

### Local School Wellness Policy

- Compass Public Charter School completed a triennial assessment in May of 2020. The triennial assessment is required to be completed once every three years. There is an Idaho Wellness Policy Progress Report document located on the [SDE website](#) that can be used to complete the assessment. This progress report will need to be made to available to the public.

### Smart Snacks

- The SA identified non-compliant items being marketed on the Fueling Station digital menu and the vending machines during the school day in violation of 7 CFR 210.31 (c)(3)(iii) and the district's local wellness policy, which states, "Allow only foods and beverages that meet the Smart Snacks nutrition standards to be marketed and sold on campus during school hours." Action must be taken to remove signage and wording of non-compliant items or limit visibility during the school day.
- Vending, school stores, and fundraising need to comply with specific nutrition standards. Refer to [A Guide to Smart Snacks School](#) available at the USDA website.
- 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.
- 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 either comply with Smart Snack specific nutrition standards, be tracked as exempt fundraiser(s), or be inaccessible during the school day (defined as midnight the day before until 30 minutes after the school day ends). To determine if an item is Smart Snack compliant, use the [Smart Snacks Product Calculator](#).
- All fundraisers, both exempted and compliant, must be tracked. Per state policy, a maximum of 10 exempted fundraisers per school site per year may be approved by the

school administrator. An exempted fundraiser can be for a maximum of four consecutive school days. All exempted fundraisers beyond 10 must be pre-approved by the State agency using the Request form. (7CFR 210 (b)(2)). More information on Smart Snacks and a tracking form are available on the [SDE CNP Smart Snacks web page](#).

### Resource Management

- Revenue from Nonprogram Foods
  - Food Cost percentages for a la carte foods above the industry standard of 40% are in jeopardy of non-compliance with the requirements in USDA Memo SP20-2016. Using the uploaded NPFRT, the a la carte prices on most items do not meet the 40% standard and should have their prices raised.

### Procurement

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

### Fiscal Action

Due to the December breakfast claim error, fiscal action results in \$22.60. 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. 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,

*Cambria Steffler*  
Cambria Steffler, MS, RD  
NSLP Coordinator

cc: Lynda Westphal, MHS, SNS, Director, Idaho Child Nutrition Programs  
Jennifer Butler, MEd, SNS, Lead NSLP Coordinator, Idaho Child Nutrition Programs  
Nikki Burns, Food Service Director, Compass Public Charter School

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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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