

June 5, 2023

Dr. Rick Parker, Superintendent  
Minidoka County School District #331  
429 12<sup>th</sup> Street  
Rupert, ID 83350

Dear Superintendent Parker,

On March 15, 2023, State Department of Education (SDE) Coordinators Jamie Gibson, Jax Dunham, Jennifer Butler, Cambria Steffler, and Pamela Murray, accompanied by USDA Western Regional Office staff Mark Nguyen, Amanda Briggs, and Jacqueline Brown, conducted an Administrative Review (AR) of Minidoka County School District for the following United States Department of Agriculture (USDA) programs:

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

The sites reviewed were

- Heyburn Elementary School (SBP, NSLP, and ASSP),
- Minico Senior High School (NSLP), and
- East Minico Middle School (FFVP).

The State agency (SA) would like to commend Russ Taylor, Katie Rogers, and the entire staff of Minidoka County 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 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 alternative 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 – Certification and Benefit Issuance

A statistical sample of 450 students was reviewed. Incorrectly determined applications resulted in four students changing from reduced to free, one student changing from free to paid, and one student changing from reduced to paid.

**CAP:** Update student benefits, as applicable, and upload a benefit issuance list reflective of the updates. Proceed with adverse action as needed, and upload all letters and updated applications.

**Date of CAP completion:** Due March 29; extended; completed May 19, 2023.

**Corrective Action Response:** Adverse action letters sent to families were uploaded along with a benefit issuance list showing that all correct benefits are now being issued.

### Finding 2 – Meal Counting and Claiming

A claiming error was identified due to the SFA's breakfast counts in the point of service (POS) software claim reports not matching the claim for reimbursement submitted to the SA for the month of February. The SFA overclaimed 79 paid breakfast meals and underclaimed 79 free breakfast meals than identified on the POS standard claim report. Upon speaking with the Food Service Director (FSD), it was discovered that the claiming error was related to manual counts of meals claimed at two separate sites served in the same building. All counts were tracked in the POS system but manually separated for the claim. Prior to the submission of a monthly claim for reimbursement, the SFA must review the meal count data for each school to ensure the accuracy of the claim per CFR 210.8(a)(2).

**CAP:** Provide a procedure detailing how the SFA will ensure that claims are accurately transferred from the POS software to MyIdahoCNP for reimbursement in the future.

**Date of CAP completion:** Due March 29; extended; completed May 5, 2023.

**Corrective Action Response:** The SFA provided a procedure that details how accurate claims will be submitted for reimbursement in the future. Additionally, the incoming FSD included an example of the edit check worksheet that was used when the incoming FSD was employed with another school district. This edit check will be what the SFA utilizes going forward. The SFA will

also make a change in their POS software in order to count the two sites separately to ensure claim accuracy starting SY 2023-2024.

### **Finding 3 – Civil Rights**

The household notification letters must include the full USDA Non-Discrimination Statement (NDS) when advising of approval or denial of benefits (7 CFR § 210.23). The direct certification notification letter does not include the full NDS.

**CAP:** Add the current full NDS to the direct certification letter template and upload the updated copy.

**Date of CAP completion:** Due March 29; extended; completed May 5, 2023.

**Corrective Action Response:** The direct certification notification letter template and approval/denial of benefits letter template now include the current full NDS.

### **Finding 4 – Civil Rights**

The nondiscrimination statement (NDS) must accompany any printed and web-based materials referencing FNS programs. Web pages associated with program operation should list the full USDA NDS, or contain a link to it, with details on participants' right to file a complaint. The full NDS is available in both English and Spanish on the SA website under [Civil Rights](#).

**CAP:** Post the full USDA nondiscrimination statement, or a link to it, on the CNP webpage and notify the SA when the correction has been made.

**Date of CAP completion:** Due March 29; extended; completed May 5, 2023.

**Corrective Action Response:** The SFA's website now includes the current full NDS.

### **Finding 5 – SFA On-Site Monitoring (Repeat Finding)**

On-site monitoring forms were completed for all sites other than Minico Senior High School and Mt Harris Jr. High as required per 7 CFR 210.8 (a)(1) and 7 CFR 220.11 (d)(1).

**CAP:** Monitor the two sites and upload the completed SFA On-Site Monitoring Form.

**Date of CAP Completion:** Due March 29; extended; completed May 5, 2023.

**Corrective Action Response:** The SFA on-site monitoring forms for NSLP and SBP for Minico High School and Mt. Harris Jr. High School were completed and uploaded.

### **Finding 6 – Civil Rights**

Annual civil rights training is required for all staff working with the child nutrition programs, including the hearing, determining, and confirming officials. The hearing and determining officials do not have documentation showing they have completed the civil rights training.

**CAP:** The hearing and confirming official must complete the civil rights training. Once completed, upload documentation of completion.

**Date of CAP Completion:** Due March 29; extended; completed May 5, 2023.

**Corrective Action Response:** The SFA uploaded a civil rights training log showing that the hearing and determining officials have completed the civil rights training.

### **Finding 7 – Buy American Provision**

SFAs are 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. Documentation for pineapple juice from the Philippines was not available during the AR.

**CAP:** Complete and upload the SA's "Buy American Exception Form" for the pineapple juice from the Philippines. Retain this documentation in your files.

**Date of CAP Completion:** Due March 29; extended; completed May 5, 2023.

**Corrective Action Response:** The Buy American Exception Form for the aforementioned product was completed and uploaded.

### **Finding 8 – Food Safety**

The Food Safety plan (HACCP) must have bodily fluid clean-up and employee exclusion standard operating procedures (SOP) that are required by Idaho Food Code. The HACCP plan at Heyburn Elementary School was missing the bodily fluid clean-up SOP, and the HACCP plan at both Heyburn Elementary School and Minico Senior High School were missing the employee exclusion SOP. All schools in the school district must have these required SOPs in their HACCP plan. Ensure all kitchen and cafeteria staff are trained on these food safety elements each year. A sample SOP for employee exclusion can be found in MyIdahoCNP's download forms, and a sample bodily fluid clean-up SOP is available for reference at: <https://theicn.org/icn-resources-a-z/standard-operating-procedures/>.

**CAP:** Upload a copy of the new bodily fluid clean-up SOP and employee exclusion SOP that will be included and implemented in all kitchens at Minidoka County School District.

**Date of CAP Completion:** Due March 29; extended; completed May 15, 2023.

**Corrective Action Response:** The SFA uploaded the updated bodily fluid cleanup and employee exclusion SOPs that will be implemented going forward.

### **Finding 9 – Reporting and Recordkeeping**

The SFA has a process of manually entering information from paper applications into their electronic system which is contained in the eligibility record report. Although the process is to retain the original household application, the SFA was not able to locate ten original paper applications. Without the original household documentation, the SA could not validate that the correct benefit was issued. During the previous administrative review, technical assistance was given stating that applications received from households should never be discarded.

**CAP:** Contact the households of the 10 missing applications and confirm the income and household information listed on the eligibility record report. Update student benefits, as applicable, and upload a benefit issuance list reflective of the updates. Proceed with adverse action as needed, and upload all letters and updated applications. In addition, provide a narrative describing how the SFA will ensure that all original paper applications are retained on file in addition to an accurate POS eligibility record report going forward.

**Date of CAP Completion:** Due March 29; extended; completed May 19, 2023.

**Corrective Action Response:** The SFA provided a narrative describing that any paper application information input into their software will be input by the SFA's determining official, and each application will be given an application number and retained appropriately. Additionally, the SFA uploaded applications and reports detailing confirmations of income and household numbers along with a benefit issuance list showing that all correct benefits are now being issued.

### **Finding 10 – Resource Management**

The SFA purchased a vehicle costing over \$5,000 without submitting a capital expenditure request. The purchased vehicle was found on the Idaho State Department of Purchasing contracts page. While purchasing from the State contract is allowed it does not waive the requirement for obtaining two or more additional quotes and submitting a capital expenditure request for SA approval. During a conversation with the FSD it was found that requests for quotes were obtained and the State bid was found to be the better buy. The FSD did get quotes from three vendors, he just did not follow through and submit a request. The FSD has completed and submitted capital expenditure requests properly in the past as shown with the purchase of a forklift. This request was correctly submitted and approved by the SA before the purchase was made. The vehicle that was purchased without a request was part of a Statewide Contract, however that does not negate the requirement to submit a capital expenditure request

**CAP:** The FSD must input the vehicle capital expenditure request in SY-2021-2022 and upload the quotes that were obtained including the State contracted quote. The FSD must upload a plan that explains how Capital Expenditure Requests will be submitted with required quotes for any purchase over the \$5,000 threshold, and the necessity to receive prior approval from the SA before purchases are made.

**Date of CAP Completion:** Due March 29; extended; completed May 5, 2023.

**Corrective Action Response:** The FSD submitted the capital expenditure request with the required documentation. Additionally, the SFA provided a plan stating that all purchases will be put into a spreadsheet to document three bid prices and a purchase. While receiving bids and before the purchase, a capital expenditure request will be made on those items identified over \$5,000.

### **Finding 11 – Offer Versus Serve**

Offer versus Serve (OVS) was not implemented properly during the lunch service at Minico High School. During the first lunch service, the students in the pizza line did not take a fruit or vegetable. For the students in the soup and sandwich line, there was no vegetable offered on the main service line. The salad bar was around the corner and there was no adult monitoring that salad bar. These errors were corrected for the second lunch service after the SA spoke to the kitchen manager. A total number of 106 meals will be disallowed from this meal service and fiscal action calculated.

**CAP:** Train all kitchen staff on OVS lunch. Upload training agenda and sign in sheet.

**Date of CAP Completion:** Due March 29; extended; completed May 5, 2023.

**Corrective Action Response:** The SFA completed an OVS training for all staff and uploaded a sign-in sheet and agenda for the training.

### **Finding 12 – Meal Counting and Claiming**

During lunch service, individual classes go through the point of service (POS) and are counted by name in the software system, except for the kindergarten classes in which the teachers provided rosters of names with the students electing to eat hot lunch marked off. The teacher confirms the meal count is accurate and foodservice staff enters the individual names when

time allows. This practice must be stopped, and a practice of marking students off individually as they go through the POS must be implemented.

**CAP:** Upload a plan describing how changes will be made to the POS counting process to mark kindergarten students off as they go through the point of service.

**Date of CAP Completion:** Due March 29; extended; completed May 5, 2023.

**Corrective Action Response:** The SFA provided a plan/procedure detailing that the school will begin counting Kindergartners the same as all other students going forward to ensure that POS counts are accurate.

### **Finding 13 – Afterschool Snack Program (ASSP)**

Per 7 CFR 210.9(c)(7), the SFA is required to conduct two separate self-monitoring reviews for each ASSP; the first within 4 weeks of the beginning of operation and the second near the end of operation. The SFA did not conduct the first review as required for all three school sites operating ASSP.

**CAP:** Monitor the ASSP at the three elementary schools (Heyburn ES, Rupert ES, and Paul ES), and upload the completed ASSP review forms for each site. Identify and upload a plan identifying a procedure to ensure that all schools operating ASSP will be monitored twice as required.

**Date of CAP Completion:** Due March 29; extended; completed May 5, 2023.

**Corrective Action Response:** ASSP monitoring forms were uploaded showing that ASSP monitoring for the three aforementioned elementary schools has been completed. Additionally, a plan detailing that the SFA will schedule ASSP monitoring reviews in advance was provided.

### **Finding 14 – Meal Components and Quantities – Lunch**

Independent contractor CN Resource (CNR) conducted the menu review and identified that the daily subgroups of vegetables were not met for the week of review (7 CFR 210.10(c)(2)(iii)). The ½ cup weekly starchy vegetable subgroup requirement was not met for grades 9-12. Only 1/4 cup was served for the week on one meal service line. Additionally, the ½ cup weekly beans/legumes vegetable subgroup requirement was not met for grades 9-12 due to not all meal service lines offering a bean/legume component.

**CAP:** Provide supporting documentation and written statement that both the starchy vegetable subgroup and weekly beans/legumes vegetable subgroup 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. Supporting documentation may include: menus, production records, nutrition facts labels, Child Nutrition (CN) labels, and recipes.

**Date of CAP Completion:** Due March 16; extended; completed April 6, 2023.

**Corrective Action Response:** 1/2 cup French fries will be served on Monday instead of chips to meet the weekly starchy vegetable requirement. Additionally, 1/2 cup baked beans will be offered on the deli line on Wednesday to ensure all meal lines meet the beans/legumes weekly requirement.

### **Finding 15 – Meal Components and Quantities – Lunch**

Independent contractor CN Resource (CNR) conducted the menu review and identified that the menu items listed below do not meet 51% whole grain rich (WGR) requirement (7 CFR

210.10(c)(2)(iv)(A)). The cheese and pepperoni pizzas, and crackers served with hoagie sandwich and soup were not whole grain-rich.

**CAP:** Provide supporting documentation and a written statement that the whole grain requirements are now being 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. Supporting documentation may include: menus, production records, nutrition facts labels, Child Nutrition (CN) labels, and recipes.

**Date of CAP Completion:** Due March 16; extended; completed April 12, 2023.

**Corrective Action Response:** The SFA uploaded spec sheets with crediting information. All three items credit as 2 oz eq WGR. Official crediting documentation for pizza products was secured and attached in the module for the SFA to keep on file. The menu now meets the 80% WGR requirement.

### **Finding 16 – Meal Components and Quantities – Lunch**

Federal regulations require weekly minimum amounts of meat/meat alternate to be served. (7 CFR 210.10(c)(2)(i)). The weekly requirement of 8 oz. eq was not met for grades 9-12. The menu offered a minimum of 7 oz. eq.

**CAP:** Provide supporting documentation and a written statement that weekly minimum amounts of 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. Supporting documentation may include: menus, production records, nutrition facts labels, Child Nutrition (CN) labels, and recipes.

**Date of CAP Completion:** Due March 16; extended; completed April 6, 2023.

**Corrective Action Response:** The SFA uploaded documentation which increased the menu to include to 6 slices of deli turkey. This will meet the daily and weekly meat/meat alternate requirements.

## **Commendations**

- Both the current and incoming foodservice directors were very responsive and showed determination in providing the correct documentation while the SA was on-site.
- Kitchen staff was very friendly and welcoming; they were open to any feedback and eager to implement any suggestions provided.
- The ASSP operated very smoothly and the Benefit bar served the day of review was served warm; it was obvious that the students enjoyed the snack and were eager to receive it.

## **Technical Assistance (TA)**

### **Certification and Benefit Issuance**

- The SFA is currently using an online application system, and it was observed that the FSD was able to modify applications as needed through the system. The FSD has noted



that households were submitting a single application for each student, and follow-up was completed to combine household as needed. Any modification to the applications were noted on the paper application. The FSD should make additional notes in the system or on the paper version of the application to indicate any updates/changes made to the application.

- The FSD took all necessary and additional steps to attempt to directly certify students using the state single match system. To make sure determinations are made correctly best practice would be to maintain any records applicable to the students' determination on file. Additional notes should be made on the original application, if applicable.
- The SA was advised that a different online application will be used for the upcoming school year. The system needs to work seamlessly with the POS. The SA advised having a clear process for ensuring benefits are reflective of the application on file. The process in place during the on-site review included transferring information from one system to another. Any updates made in one system did not update in the other completely. The SFA needs to make sure the process moving forward limits room for human error and ensures all information in the POS is reflective of the application submitted.
- When a household submits an application indicating an Assistance Program, the determining official must ensure the Assistance Program's case number or identifier listed on the application is consistent with the format used by the Assistance Program in the State. If a match is not found, the SFA should contact the household for further clarification or verify the application for cause (7 CFR 245.6(a)(9)).

### Verification

- The sponsor completed verification for the required number of students, but all required documentation was not filed together for review. The best practice for verification documentation includes a copy of the selected application(s), a copy of the initial letter sent to household(s), a copy of the second request letter(s) (if required), and a copy of the final determination letter(s) advising households of the results of verification (7 CFR 210.15(b)(4)).
- A second notification letter should be sent via mail to all households selected for verification. The SFA called households that failed to respond to the first notification of verification, but the SFA did not document the dates on which the phone calls were made. Best practice is to document all correspondence related to verification of the original application.
- Since an online application system is utilized, the SFA will need to add details from the "For Internal Use Only" section included on the paper application. This consists of adding a space for the confirming and verifying official to sign and date as well as space to document the results of verification and when the required notices were sent.
- Applications that have been completed during the verification process must be signed by the verifying official once the process is complete. The verifying official validates the verification process; the person who verifies the eligibility can be either the determining or confirming official.



## Meal Counting and Claiming

- During breakfast service at Heyburn ES, the POS adult handwrites student names in a notebook as they go through the POS. Students are then marked in the POS as time allows. It is recommended that the adult operating the POS switches to utilizing the numeric key pad at breakfast service looking up students by name as necessary. Although the manager knows all students by name and does a great job recording and entering their names, it is believed to be a more efficient use of time and limits errors by entering the students in the system as they go through the POS. A numeric key pad is available at the foodservice office, and the manager is very willing to implement the new process.

## Meal Components and Quantities

- There was a large number of whole apples that were thrown away, some with only tiny bites taken. Consider slicing the apples for the younger grades (K-1) to make it easier for them to eat and enjoy.

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

- A Child Nutrition (CN) Label or Product Formulation Statement can be used to determine how processed food items contribute to the meal pattern. Without this documentation, it may be difficult to determine if the meal component was satisfied. A CN Label or Product Formulation Statement was not initially submitted or submitted incorrectly for the mini corn dogs, scrambled eggs, sausage patty, apple churro, chicken noodle soup, potato soup, broccoli cheese soup, turkey ham, and oven roasted turkey. CN Labels were secured to confirm meal pattern crediting. The sponsor should maintain this documentation on file to document meal pattern requirements as met (7 CFR 210.10(a)(3)). Additionally, the CN Label provided had expired dates listed, and it was verified as active on the USDA CN Label Verification Report.
- The serving sizes were not always clear on the production records. Serving sizes for several menu items were verified with the sponsor. Ensure the production records indicate clear serving sizes for all menu items. Fruit and vegetable serving sizes should be indicated by volume cup measure or each if fresh pieces are served.
- 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. Review the following recipes for accuracy:
  - Carrot sticks served daily - the amount of carrots in the recipe (18 lb. 12 oz. for 300 1 oz. servings) was enough for .2 cups per serving. Per the recipe this provides 1/2 cup per serving. Update the crediting to show this provides 1/8 cup red/orange vegetable per serving or increase the amount of carrots in the recipe to 46 lb. 9 oz. to provide 300-1/2 cup servings as planned.
  - Broccoli served on Wednesday - the amount of broccoli in the recipe (1 1/2 gal and 1 cup (25 cups) for 200-1 oz. servings) was enough for .125 cups per serving. It was reported that 1/2 cup was served per serving. Increase the amount of broccoli used to 6 1/4 gallons to provide 1/2 cup per serving for 200 servings.

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

- The SFA has not been able to obtain a physical copy of the most recent food safety inspection from their local health department for Minico Senior High School. The most recent food safety inspection report must be posted in a location visible to the public (7 CFR 210.13(b)). Once the copy of the most recent health inspection is obtained, the SFA must post it in a location visible to the public.
- Minico Senior High School does not currently have a temperature log for their dry storage. The SFA should ensure that all schools have a method to consistently record dry storage temperatures to ensure proper food safety measures are followed.

### **Offer Versus Serve (OVS)**

- Offer vs Serve (OVS) training should be completed annually. All staff training should include an agenda and sign-in sheet. Training documentation should be maintained on file at the SFA for three years plus the current year. During the on-site review the SA reviewed certificates of completion from staff members that completed the online training as time permitted throughout the school year. Best practice is to train all staff members at the beginning of the school year to ensure all staff members are trained on current requirements.
- There must be signage identifying requirements for a reimbursable meal at or near the beginning of the serving line. Currently, there is signage that identifies the daily menu divided into components, but the signage should indicate that a fruit and or vegetable and at least two other items/components must be selected for a reimbursable meal under OVS. It was recommended to record similar wording on the white board where the menu is posted. Additionally, the FSD advised of the intent to purchase new signage for all schools to ensure appropriate wording is included.

### **Dietary Specifications and Nutrition Analysis**

- The CACFP Meal Pattern for the appropriate age group must be followed when Pre-K is not comingled with grades K-5 students. The Pre-K meal pattern lists the minimum portion sizes, which are generally smaller than the daily minimums for grades K-5 and 6-8, with the exception of meat/meat alternate in which Pre-K requires a greater portion. Refer to memos SP37-2017 Q&A Flexibility for Co-Mingled Preschool Meals and SP01-2018 Q&A Updated Infant and Preschool Meal Patterns in School Meals for more information.

### **Civil Rights**

- The Civil Rights complaint log was dated for the previous school year. A new complaint log should be created each year, and the previous school year's complaint log kept on file for the required time frame.

### **Local School Wellness Policy**

- The Local Wellness Policy must include language specifying guidelines in regards to nutrition promotion to promote student wellness. The current policy includes minimal language in regards to the promotion of items that only meet the Smart Snack standards. The SA provided a copy of the district's policy and an SA completed progress

report with notes to consider. The current FSD informed the SA that the district will be meeting next month to complete the assessments, and the IT department has been made aware that the assessments will be going onto the District's website.

### **Professional Standards**

- According to the training tracking log uploaded, staff members are completing trainings at different times of the year, and many trainings do not have a date entered on the training tracking log. Best practice is for all staff members to complete all required trainings (OVS, food safety, and civil rights) at or near the beginning of the school year with an agenda and sign in sheet retained for training records. Other trainings should be documented on an on-going basis as completed.
- The SFA has student workers that are being paid monetarily for their work. These students are paid out of child nutrition funds. The students should complete food safety training and civil rights training, along with any other training related to their role.

### **Resource Management**

- Under subsection 12(q) of the Richard B. Russell National School Lunch Act and 7 CFR 210.14(f), SFAs are required to ensure that all revenue from the sale of non-program foods supports the production of reimbursable school meals does not subsidize the sale of non-program foods. All foods purchased by the food service department to be used as nonprogram food sales must be marked up to account for the cost of the food, labor, storage, and delivery of the products. To ensure compliance, the SFA must complete the Nonprogram Food Revenue Tool (NPFRT) annually to ensure that nonprogram food sales are marked up to a sufficient price.

### **Procurement**

- A procurement review was previously completed. Please follow the guidance provided in the closure letter from this review.

### **Fiscal Action**

Due to benefit issuance errors and disallowed lunch meals, fiscal action results in \$636.49 (\$572.10 for NSLP and \$64.39 for SBP). The breakfast counting error during the month of review resulted in an underclaim of \$173.48. No adjustment will be made to the February claim for the breakfast meal counting error and the SA will withhold the \$636.49 fiscal action from future claims.

### **Your review is now closed.**

Should you wish to appeal this fiscal action, 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,

*Jax Dunham*

Jax Dunham, BS, RDN  
NSLP Coordinator

cc: Lynda Westphal, MHS, SNS, Director, Idaho Child Nutrition Programs  
Jennifer Butler, MEd, SNS, NSLP Coordinator, Idaho Child Nutrition Programs  
Russ Taylor, Child Nutrition Director, Minidoka County School District #331  
Katie Rogers, Child Nutrition Director, Minidoka County School District #331

## Civil Rights Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; 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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