



April 30, 2024

Wendy Johnson, Superintendent
Kuna School District #003
711 E. Porter Avenue
Kuna, ID 83634

Dear Superintendent Johnson,

On January 22-23, 2024, Idaho Department of Education Coordinators Jax Dunham, Cambria Steffler, and Cassandra Thompson conducted an Administrative Review (AR) of Kuna School District for the following United States Department of Agriculture (USDA) programs:

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

The sites reviewed were:

- Hubbard Elementary School
- Ross Elementary School
- Swan Falls High School

The State agency (SA) would like to commend Valdeen Swanson, Heather Martinez, Asia Torrejas, and the entire staff of Kuna 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 alternate 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 490 students resulted in a 0.41% error rate. Though the SFA now has a process to check students noted as categorically eligible on a free and reduced application with the DC list, this process was not in place at the beginning of the school year. As a result, two students were noted as categorically eligible as noted by the signing adult of each application, but there was no DC documentation noting that they are able to be directly certified.

CAP: Contact the two households to gather additional information on the case numbers that they provided. If it is discovered that these case numbers are not eligible for benefits, the family may fill out a free and reduced application noting income to apply for free/reduced benefits. If the household is not eligible and they do not fill out a new free and reduced application, the SFA must send an adverse action letter to the household and change the student's eligibility to paid after 10 calendar days. Upload any new free and reduced applications with applicable notes, any adverse action letters sent to the households, and a new benefit issuance list noting the correct and updated student meal eligibility.

Date of Completion: Due February 7, 2024; completed February 6, 2024.

Corrective Action Response: The SFA contacted households to gather information about case numbers that were provided on the free and reduced applications. Upon contact, the households decide to complete new free and reduced applications noting income. As a result, one student changed to reduced, and one student remained free as noted on the uploaded applications and new benefit issuance list. Additionally, the SFA uploaded an NSLP Corrective Action Procedure Form noting how the Child Nutrition Program Manager (determining official) will note any free and reduced applications with a case number and complete a DC Single Match report. If it is discovered that the applicable student(s) cannot be matched, the Program Manager will contact the adult that signed the application to get correct information.

Finding 2 – Offer Versus Serve

While the SA was at Swan Falls High School, no Offer vs Serve signage was posted. Per 7 CFR 210.10(a)(2) and 7 CFR 220.8(a)(2), it is required that SFAs must post signage to identify the

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planned reimbursable meals (i.e. all offered full meals), including the components and portions and any choices or combination of choices available within each component. This signage must be located near or at the beginning of each serving line.

CAP: Utilize the SBP and NSLP OVS posters provided by the SA by posting them in the cafeteria in Swan Falls High School at or near the service lines. Once this has been completed and the posters have been filled out completely, upload a picture showing that this has been completed.

Date of Completion: Due February 7, 2024; completed February 6, 2024.

Corrective Action Response: The SFA uploaded pictures showing that the appropriate signage identifying the appropriate components and portions required to constitute a reimbursable lunch and breakfast have been utilized.

Finding 3 – Resource Management

Per SP39-2011, the purpose of the revenue from nonprogram foods provision is to ensure that revenues from the sales of nonprogram foods generate at least the same proportion of SFA revenues as they contribute to SFA food costs. SFAs must complete revenue calculations if serving extra milk, adult meals, vending machine sales and a la carte items. The SA recommends using the Idaho 1 Week nonprogram food revenue tool (NPFRT). If the proportion of revenue is equal to or greater than the proportion of the food costs, no additional action is needed.

CAP: Complete the Corrective Action Procedure form detailing how going forward a NPFRT will be generated for all a la carte sales, adult meals, and milk. The SFA must complete and upload a current NPFRT that should encompass one full week of sales.

Date of Completion: Due February 15, 2024; returned for corrections February 21, 2024; completed April 15, 2024.

Corrective Action Response: The SFA uploaded a NPFRT for one full week of food sales showing that the SFA is in compliance. Additionally, the SFA uploaded a plan detailing how they will generate a NPFRT to ensure compliant food sales.

Finding 4 – Local School Wellness Policy

Per 7 CFR 210.31(e)(2), LEAs must assess their wellness policy at least once every three years on the extent to which schools are in compliance with the district policy, the extent to which the local wellness policy compares to model local school wellness policies, and a description of the progress made in attaining the goals of the local wellness policy. LEAs must make this assessment available to the public in an easily understood manner (7 CFR 210.31(d)(3)).

CAP: Upload a plan identifying who at the LEA will be responsible for completing the triennial assessment(s), how the assessment(s) will be completed, what steps will be taken to ensure this requirement is met on a triennial basis, and how this assessment will be made available to the public in an easily understood manner.

Date of Completion: Due February 12, 2024; completed February 12, 2024.

Corrective Action Response: The SFA utilized the NSLP Corrective Action Procedure Form to note how the triennial assessment will be completed by the district going forward. In this form, it was detailed that the Director of Support Services will assign a team of staff members to conduct the triennial assessment. The assessment team will develop a timeline to conduct the

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triennial assessment on a three-year basis. To ensure the requirement continues to be met, the SFA provided a detailed timeline to address plan development, training, data collection and analysis, communication and transparency, and ongoing implementation of the plan. Once the triennial assessment has been completed, the Communication Director will work the Director of Support Services and assessment team to prepare a summary report to be made available to the public via the LEA's website and social media platforms.

Finding 5 – Smart Snacks in School

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 (noted as midnight to 30 minutes after school has ended) and support a healthy school environment. Vending machines, school stores, and fundraisers need to comply with specific nutrition standards. Refer to *A Guide to Smart Snacks School* available at the USDA website. The SA observed a soda machine that was compliant with the items it was selling. However, the vending machine itself was wrapped in marketing material that is not Smart Snack compliant. A second vending machine was selling candy bars during school hours that are not Smart Snack compliant.

CAP: Upload a completed *NSLP Procedure Corrective Action* form addressing the procedure to be implemented to support Smart Snacks compliance. The SFA must note the marketing on vending machines and not selling non-compliant Smart Snacks during the school day on this form.

Date of Completion: Due February 12, 2024; completed February 12, 2024.

Corrective Action Response: An NSLP Corrective Action Procedure Form was uploaded addressing how Smart Snacks compliance will be addressed going forward. Included on this form are steps to ensure Smart Snacks compliance such as ceasing noncompliant marketing in the school, removing noncompliant foods that are being sold on school campuses, communicating school commitment to Smart Snacks standards with stakeholders, and establishing a regular monitoring process to assess compliance with Smart Snacks guidelines.

Finding 6 – Professional Standards

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.

CAP: Develop and submit a plan for tracking annual training requirements for staff using the NSLP Corrective Action Plan form.

Date of Completion: Due February 7, 2024; completed January 30, 2024.

Corrective Action Response: An NSLP Corrective Action Procedure form was uploaded detailing a process on how the SFA will utilize the USDA Professional Standards Training Tracking Tool. The SFA will create a tracking tool account and upload all current personnel information and

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develop a comprehensive training list tailored for kitchen managers, full-time, and part-time employees. Upon hiring, the SFA will integrate new employees into the tracking tool system and provide them with the designated training list based on their title while establishing a 30-day completion deadline. The Operation Supervisor will be responsible for entering completed training sessions into the tracking tool to ensure an accurate record of all personnel training activities.

Finding 7 – Professional Standards

SFA staff who interact with program applicants or participants (i.e., cafeteria staff, Free and Reduced Application approval staff) and their supervisors as well as the Hearing Official must have annual civil rights training. The Hearing Official has not completed the USDA civil rights training.

CAP: The hearing official must complete the USDA Civil Rights training and upload an agenda and sign in sheet noting completion of the training.

Date of Completion: Due February 7, 2024; completed January 31, 2024.

Corrective Action Response: The SFA uploaded a sign-in sheet with an agenda noting that the civil rights training was completed by the hearing official on January 31, 2024.

Finding 8 – Food Safety

Daily food storage temperatures logs are required to ensure food is stored within recommended temperature ranges for food safety and to maintain food quality [CFR 210.13(d)]. Dry storage should be between 50-70 degrees. During the on-site Administrative Review, the SA noted there was not a temperature log for dry storage at Swan Falls High School.

CAP: Upload a completed NSLP Procedure Corrective Action Form addressing the procedure to be implemented to support the requirement of posting and entering temperatures on a daily basis in the dry storage room.

Date of Completion: Due February 7, 2024; completed February 6, 2024.

Corrective Action Response: An NSLP Corrective Action Procedure Form was uploaded detailing how the SFA will ensure dry storage temperature monitoring each operational day. In this form, it was noted that beginning January 31, 2024, the SFA will establish a daily schedule for monitoring dry storage temperature near the beginning of the day, record the according temperatures of the temperature log, and monitor temperatures to ensure they remain within the acceptable range as established by Idaho Food Code. If temperatures fall outside of the acceptable range, the SFA created a corrective action procedure to ensure the necessary steps are taken to address the temperature deviation.

COMMENDATIONS

- Student benefit documentation was well organized by the SFA. All applications and DC lists associated with each reviewed student were well organized and allowed for efficient review by the SA.

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- The Child Nutrition Program Director, Program Manager, and Operations Supervisor show commitment in operating a compliant and efficient program. They were swift to implement any suggestions made by the SA, and the team had critical conversations to create new procedures.
- The child nutrition staff at the district office created a welcoming environment. The team asked great questions to ensure that they can operate efficiently moving forward.
- The staff at Hubbard Elementary School showed an excellent understanding of OVS. The staff members were attentive to each student by offering them a choice of each item and allowing them to say yes or no before putting it on their tray.

TECHNICAL ASSISTANCE (TA)

Certification and Benefit Issuance

- Per page 40 of the Eligibility Manual for School Meals, acceptable documentation [7 CFR 245.2] to establish eligibility based on homelessness includes a list of names of homeless children, the effective dates and the signature of a homeless liaison, or a letter from a homeless liaison provided by the household to the school confirming the child is currently homeless.
- The LEA (not the computer system) is ultimately responsible for determining eligibility for free or reduced price meals. The LEA must ensure their computer system meets all requirements and performs all functions as outlined in this guidance with a high degree of accuracy. The determining official may sign or initial and date a separate sheet of paper that could then be attached to a batch of applications. Alternatively, the official may make a note to the electronic file [Page 72 Eligibility Manual for School Meals].

Verification

- The sponsor completed verification for the required number of applications. However, all the required documentation was not kept together for review. Though the verification outcome letter was available upon request, the verification file provided for review did not contain the final outcome of verification letter. All documents submitted by the household for the purpose of confirming eligibility, reproductions of those documents, or annotations made by the determining official indicating which documents were submitted by the household and the date of submission also must be retained, along with all relevant correspondence between the households selected for verification and the school or LEA [7 CFR 245.6a(h)]. This documentation, including documentation concerning any appeals, must be kept by the LEA to demonstrate compliance with the verification requirements when LEAs are reviewed by State or Federal officials. The documentation must be kept for a minimum of three years, after the date of the fiscal year to which they pertain

Meal Counting and Claiming

- While the SA was reviewing the claim for December, it was noted that one paid meal was overclaimed. After discussing this with the FSD, it was discovered that a meal

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charge had been disputed and returned to the family. During a power outage, a school was using the backup roster to mark students. The food service staff marked the wrong student on the list, and the parents contacted the district and asked for the charge to be removed from the account. This removed the student from the report when it was pulled for review by the SA during the review. The SA discussed options for implementing a procedure about locking the report after the claim is submitted to not allow changes after it has been submitted. The SFA discussed implementing a policy that parents cannot dispute a charge after so many days to keep the claim accurate and prevent this from happening again.

Meal Components and Quantities – Breakfast

- Independent contractor CN Resource completed the menu review and provided the following TA to the FSD in a detailed report:
 - The planned menu was not followed for the week of menu review. However, the substitutions made were documented and acceptable to meet meal pattern requirements. The fruit and entrée options planned per submitted production records did not always match the planned calendar menu.
 - 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 crediting shown on the recipes did not always match the calculated crediting using the documentation submitted for the ingredients used. Ensure recipe crediting is updated to reflect the actual products used. Listed below are some examples.
 - Please note, the meal pattern contributions for the breakfast sandwich were missing on the recipe and production records for 12/11/2023.
 - The planned production records did not always plan enough menu items for the number of meals planned. For example, on 12/14/2023 there were 25 meals planned with only 10 juices, 10 fruit, 8 grains, and 15 milk choices planned. Ensure enough of each menu item is planned and available for students to select a reimbursable meal.
 - The Child Nutrition (CN) Label submitted for the sausage patty showed an expired CN number (issue date 7/2017). The CN number was verified as active on the USDA CN Label Verification Report.

Meal Components and Quantities – Lunch

- Independent contractor CN Resource completed the menu review and provided the following TA to the FSD in a detailed report:
 - Secure a Child Nutrition (CN) Label or Product Formulation Statement (PFS) for all creditable products. The specification sheets submitted included a CN number and meal pattern crediting statement but was not an official CN Label or PFS. The CN number was verified as active on the USDA CN Label Verification Report.

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- Please note the recipe for the chicken and cheese quesadilla credited the tortilla as whole grain-rich. The documentation submitted for the tortilla confirmed this product does not qualify as whole grain-rich.

Civil Rights

- Ensure the civil rights complaint log is dated annually, with a new log started each year. If no complaints were received during the school year, write "no complaints" on the log at the end of the school year and retain the documentation for three years plus the current year. Writing "no complaints" documents what occurred during the school year and helps to ensure the log is the final log and not an extra copy.

Food Safety

- Though the SFA has a current HACCP manual available for staff, the manual is missing an employee exclusion standard operating procedure (SOP) that is required by Idaho Food Code. A sample employee exclusion SOP is available in the Download Forms section of MyIdahoCNP.

Professional Standards

- The group staff training includes an agenda and sign-in sheet that identifies topics covered. During the staff training, food safety and OVS were covered. However, the agenda should be modified to specifically identify "HACCP", "OVS breakfast," and "OVS lunch" with applicable details as back up documentation that these trainings were completed.
- Consider implementing a process that ensures the required trainings – food safety, OVS, and civil rights- are conducted at the beginning of each school year and adequately documented. When new employees are hired ensure necessary training is received within the first 30 days.

Smart Snacks

- Although it appears that compliant fundraisers are being held at Swan Falls High School, there was no fundraiser tracking log. All schools should have their own fundraiser tracking log to ensure fundraisers to note whether or not the site exceeds the 10 allowed exempt fundraisers for the school year. In addition, tracking Smart Snacks compliant fundraisers will help illustrate that the site engages in a healthy school environment.

Resource Management

- The NPFRT must show food cost percentages being above the industry standard of 40%. Refer to USDA Memo SP20-2016 for guidance. The SFA provided three individual tools. One for K-5, one for middle school, and one for high school. The NPFRT must be one tool encompassing all grade groups. For each grade group all students must be accounted for if each grade group is provided the same menu meal for the week. This will give an accurate count of all meals served and show that the revenue that is generated from

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nonprogram food sales is equal to or greater than the total food costs incurred for the week-long reference period.

FISCAL ACTION

Due to benefit issuance errors, fiscal action for NSLP results in \$3.60, and fiscal action for SBP results in \$2.10. However, since both of these amounts fall under the \$600.00 threshold, the fiscal action will be disregarded and no financial adjustment will occur.

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,

Jax Dunham

Jax Dunham, BS, RDN
NSLP Coordinator

cc: Lynda Westphal, MHS, SNS, Director, Idaho Child Nutrition Programs
Valdeen Swanson, Child Nutrition Director, Kuna School District #003

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Office of the Assistant Secretary for Civil Rights
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Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

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