



April 14, 2025

Denise Hammrick, Principal
All Saints Catholic School
3326 14th Street
Lewiston, ID 83501

Dear Principal Hammrick,

On March 4, 2025, Idaho Department of Education Coordinators Cambria Steffler, Jax Dunham, Cassandra Thompson, and Jessica Medrano conducted an Administrative Review (AR) of All Saints Catholic School for the following United States Department of Agriculture (USDA) programs:

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

The site reviewed was the All Saints Catholic School.

The State agency (SA) would like to commend Kimberly Gilliam, Lise Pung, and the entire staff of All Saints Catholic 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 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)

There are no findings resulting from this review.

COMMENDATIONS

- The bookkeeper is extremely organized and was well prepared for the review. The SA appreciates how quickly questions were answered.
- The food service staff does an excellent job of serving students in a quick, efficient and friendly manner!
- The food service director is extremely organized and the kitchen at All Saints Catholic School is immaculate.

TECHNICAL ASSISTANCE (TA)

Verification

- During the review of verification, it was noted that the SFA notified the household of their results of verification over email. Since the benefit status of the household did not change after the verification process, an adverse action letter was not required. If an application's benefits change during a future verification, an adverse action letter notifying the household of their right to appeal and 10 days advanced notice before changing their benefits will be required [7 CFR 245.6a(f)(7); 7 CFR 245.6a(j)]. The SA strongly recommends using our results of verification template letter for all applications selected for verification regardless of if they change in benefit or not. This template letter can be found in Download Forms.

Meal Components and Quantities

- Independent contractor CN Resource completed the menu review and provided the following TA:
 - 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.
 - The planned milk types offered were not clearly documented in the production records.

Debbie Critchfield, Superintendent of Public Instruction

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- Menu dates were not documented on the production records.
- The planned milk types were not documented in the production records.
- Cereal and oatmeal bar types were not documented on the production records.
- Yogurt types were not documented on the production records.

Food Safety

- The SFA maintains a copy of the ICN Standard Operating Procedure (SOP) manual, however, the Employee Exclusion SOP which is required by Idaho Food Code was missing. A copy of this SOP is located in download forms in MyIdahoCNP in the Food Safety section. The state agency also recommends all SOPs in their HACCP manual be signed and dated with the date last reviewed.

School Breakfast and SFSP Outreach

- SFAs must cooperate with the Summer Food Service Program (SFSP) sponsors to distribute materials to inform families of the availability and location of free SFSP meals for students when school is not in session [7 CFR 210.12(d)(2)]. SFAs should promote locating summer meal locations by advertising the Summer Meal Site Finder (<https://www.fns.usda.gov/summer/sitefinder>) or by texting the word “Food” or “SFSP” to 914-342-7744 to see nearby options. Best practice is to include SFSP promotion and ways to locate meals on the SFA’s website.

FISCAL ACTION

There is no fiscal action resulting from this review.

YOUR REVIEW IS NOW CLOSED.

If you wish to discuss any of these findings, please contact me at (208) 332-6820.

Thank you for your continued support of the Child Nutrition Programs.

Sincerely,

Cambria Steffler

Cambria Steffler, MS, RD
NSLP Coordinator

cc: Lynda Westphal, MHS, SNS, Director, Idaho Child Nutrition Programs
Kimberly Gilliam, Child Nutrition Director, All Saints Catholic School
Lise Pung, Bookkeeper, All Saints Catholic School

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