



March 31, 2025

Dr. Vincent Kane, Superintendent
Idaho Novus Classical Academy
19255 N. McLeod Way
Boise, ID 83714

Dear Superintendent Kane,

On February 11, 2025, Idaho Department of Education Coordinators Cassandra Thompson, Cambria Steffler and Jessica Medrano conducted an Administrative Review (AR) of Idaho Novus Classical Academy for the following United States Department of Agriculture (USDA) program:

- National School Lunch Program (NSLP)

The site reviewed was the Idaho Novus Classical Academy.

The State agency (SA) would like to commend Tiffany Munoz and the entire staff of Idaho Novus Classical Academy 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 – Meal Components and Quantities - Lunch

For the week of menu review, the K-6 lunch menu did not meet the minimum weekly 8 oz. eq. requirement for grains by only offering 5 oz. eq. of grains throughout the week. Consider the following suggestions to help meet the requirements:

- Increase the granola for the yogurt parfait offered daily to 2 oz.
- Offer a grain with the chicken nuggets served Friday, January 17, 2025

CAP:

1. Provide a written statement to describe the specific changes made to the menu, for the week of review, to correct all menu review findings and bring the menu into compliance.
2. Submit supporting documentation to demonstrate that the menu findings for the week of menu review are now corrected. This documentation may include menus, production records, nutrition facts labels, Child Nutrition (CN) labels, and recipes. Reference the menu review results report for specific details and suggestions to bring the menu into compliance.
3. Submit the position title(s) of the School Food Authority representative(s) that will oversee this area and ensure future compliance.

Due Date: January 7, 2025; Completed January 7, 2025

Response:

1. The granola in the yogurt parfait that is offered daily has been increased to 2-ounce equivalence. This adjustment ensures the weekly grain requirement of 8 oz. eq. is met.
2. The sponsor uploaded an updated production record documenting the increase in grains to 2 oz. eq.
3. The Child Nutrition Director is the party responsible who will ensure proper serving sizes are served.

Finding 2 – Meal Components and Quantities - Lunch

Production records must indicate meal pattern crediting for all menu items each day. The submitted production records did not include meal pattern crediting for the fruit or vegetables offered.

CAP:

1. Provide a statement that the SFA will maintain complete production records for all meal services. The records must be kept on file for a minimum of 3 years plus the current school year.
2. Provide 1 week of completed production records for all meal services at the reviewed site.

Due Date: January 7, 2025; Completed January 7, 2025

Response: The Food Service Director noted the amount credited for the fruit and vegetable contributions on the updated Production records. The SFA understands records must be kept on file for a minimum of 3 years plus the current school year. To provide training as necessary, please see the link below:

<https://www.sde.idaho.gov/cnp/sch-mp/files/reference/production-records/Production-Records.pdf>

Finding 3 – Meal Components and Quantities – Lunch

For the week of menu review, the K-6 lunch menu did not meet the minimum daily 1 oz. eq. or weekly 9 oz. eq. requirements for Meat/Meat Alternate (M/MA) by only offering 8 oz. eq. of M/MA throughout the week. Consider the following suggestions to help meet the requirements:

- A Child Nutrition (CN) Label or Product Formulation Statement (PFS) was not available for the turkey frank. This resulted in the daily meal pattern requirement of 1 oz. eq. not being met, as it could not be determined. Choose a product with an official CN label or PFS to ensure proper meal pattern crediting.
- Ensure the turkey frank provides at least 1 oz. eq. of meat/meat alternate. Proper documentation will result in the weekly M/MA being met.

CAP:

1. Provide a written statement to describe the specific changes made to the menu, for the week of review, to correct all menu review findings and bring the menu into compliance.
2. Submit supporting documentation to demonstrate that the menu findings for the week of menu review are now corrected. This documentation may include menus, production records, nutrition facts labels, Child Nutrition (CN) labels, and recipes. Reference the menu review results report for specific details and suggestions to bring the menu into compliance.
3. Submit the position title(s) of the School Food Authority representative(s) that will oversee this area and ensure future compliance.

Due Date: January 7, 2025; Completed January 20, 2025

Response:

1. A CN Label was uploaded to MyIdahoCNP documenting the turkey frank credits as 1 ounce equivalence of M/MA.
2. See response above.
3. The Child Nutrition Director is the party responsible who will ensure proper serving sizes are offered.

Debbie Critchfield, Superintendent of Public Instruction

(208) 332-6800 | 650 W. State St., Boise, ID 83702 | sde.idaho.gov

COMMENDATIONS

- The Child Nutrition Director is new to her role and has a positive, can-do attitude! The state agency appreciates how she readily accepted feedback that was provided and made any necessary adjustments while the SA was on-site.
- The SA appreciated the hospitality of the staff at Idaho Novus. The Child Nutrition Director and staff at Idaho NOVUS were respectful and incredibly prepared for their administrative review.

TECHNICAL ASSISTANCE (TA)

Certification and Benefit Issuance

- The SA recommends the POS system be locked for privacy reasons when the POS operator steps away from their position for any reason. This will help ensure the prevention of students having the ability to view the accounts of others.

Meal Components and Quantities

- A Child Nutrition Label or Product Formulation Statement was not submitted for all processed menu items. This documentation was secured for the menu items listed below to confirm meal pattern crediting. A sponsor should maintain this documentation on file to document meal pattern requirements as being met:
 - Breaded Chicken Patty
 - Chicken Fajita Meat
- 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 and sometimes lacked complete information:
 - The quesadilla recipe indicated 2-6 inch tortillas are used per serving, however a label for a 10" tortilla was provided. Update the recipe to reflect the correct product is being utilized.
 - The labels submitted for the bread used in the grilled cheese recipe had conflicting information. One label indicated that each slice was 40 grams while another had documentation showing 31 grams each. The information on the Product Formulation Sheet was used to determine crediting. Ensure the most up to date labels are being utilized.
- The state agency recommends a 'Thumb Press Disher' to scoop items like mashed potatoes. This will assist in ensuring the proper serving sizes for grades K-5, 6-8 and 9-12 are plated for students.

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

Debbie Critchfield, Superintendent of Public Instruction

(208) 332-6800 | 650 W. State St., Boise, ID 83702 | sde.idaho.gov

current year. Writing "No complaints" documents about what occurred during the school year to help to ensure the log is the final log and not an extra copy.

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,

Cassandra Thompson

Cassandra Thompson, BS
NSLP Coordinator

cc: Lynda Westphal, MHS, SNS, Director, Idaho Child Nutrition Programs
Tiffany Munoz, Child Nutrition Director

CIVIL RIGHTS NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.