



Idaho Department of Education

December 20, 2024

Matt Johnson, Director
Liberty Canyon Boys Ranch
330 W Main
Emmett, ID 83617

Dear Director Johnson,

On September 11, 2024, Idaho Department of Education Coordinators Cambria Steffler and Jax Dunham conducted an Administrative Review (AR) of Liberty Canyon Boys Ranch for the following United States Department of Agriculture (USDA) programs:

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

The site reviewed was the Patriot Center.

The State agency (SA) would like to commend David Burkhart and the entire staff of Liberty Canyon Boys Ranch 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

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- 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 Counting and Claiming

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 7 CFR 210.8(a)(2). While reviewing the claim, the SA noted some discrepancies. The claim submitted for lunch was 934 but the production records showed 987 meals served, so there was an underclaim of 53 lunches. The SFA does not have an edit check process to ensure accuracy of the claim. Additionally, no production records or meal counts for the breakfast meal service for the month of review were provided as required per 7 CFR 220.8(a)(3).

CAP: Complete the NSLP Correction Action Procedure Form outlining how production records and meal counts will be maintained for accuracy of claim submission. Include in the procedure how the claim will be double checked prior to submission.

Due Date: Due September 26, 2024; Completed October 9, 2024

Response: The FSD completed the NSLP Corrective Action Procedure form outlining the meal counting and claiming procedure. The printed daily meal counts will be documented and filed weekly.

Finding 2 – Meal Components and Quantities – Breakfast (7 CFR 220.8)

The federal regulations require minimum daily amounts of fruit for breakfast. The daily minimum of 1 cup was not met on Day 5, Friday 08/30/24 for grades 9-12, with only 1/2 cup creditable fruit offered. A Nutrition Fact Label was not available for the fruit juice offered on Friday 08/30/24. Therefore, meal pattern crediting could not be determined. Secure Nutrition Fact Labels for all juice flavors offered in order to determine meal pattern crediting.

CAP: Provide documentation to demonstrate that the menu findings 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.

Due Date: Due October 4, 2024; Completed October 1, 2024

Response: The fruit juice label submitted shows it is 100% juice and creditable at 3/4 cup.

Finding 3 – Meal Components and Quantities – Breakfast (7 CFR 220.8)

For the week of menu review, the 9-12 breakfast menu did not meet milk requirements. Fluid milk offered must be fat-free (skim) or low-fat (1% fat or less) flavored or unflavored. The whole milk served was not allowed. Replace it with a fat-free or low-fat product.

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CAP: Provide documentation to demonstrate that the menu findings 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.

Due Date: Due October 4, 2024; Completed October 2, 2024

Response: The updated week 5 menu template for the lunch finding states 8 oz Low Fat/Fat Free milk daily at breakfast. The SFA submitted labels for 1% white and FF flavored varieties. A whole milk label was also submitted. Keep in mind that a Meal Accommodation Form signed by a recognized medical authority is required for a child for whole milk to count toward the SBP meal pattern.

Finding 4 – Meal Components and Quantities – Breakfast (7 CFR 220.8)

For the week of menu review, the 9-12 breakfast menu did not meet the minimum daily 1-ounce equivalent requirement for the combined grain and meat/meat alternate component. The federal regulations require daily minimum amounts of the combined grain and meat/meat alternate component to be served. The daily minimum of 1 oz. eq. was not met on Day 7, Sunday 09/1/24 for grades 9-12, with 0 oz. eq. offered. The Child Nutrition (CN) Label, Product Formulation Statement (PFS), or recipe was not available for the Breakfast Burrito served on Day 7, Sunday 09/01/24. Therefore, meal pattern crediting could not be determined. Choose a product with either a CN Label or PFS in order to determine meal pattern crediting or ensure a standardized recipe is on file to calculate crediting.

CAP: Provide documentation to demonstrate that the menu findings 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.

Due Date: Due October 4, 2024; Completed October 1, 2024

Response: The spec sheet submitted for the breakfast burrito on 10/1/24 had a crediting statement but was not an official PFS. An official PFS was secured matching the crediting on the spec sheet. Each 3.4 oz burrito credits as 1.25 oz. eq. meat/meat alternate and 1.5 oz. eq. whole grains.

Finding 5 – Meal Components and Quantities – Breakfast (7 CFR 220.8)

On the day of review, meals that were claimed at the point of service for reimbursement did not contain all required components for breakfast. The milk component was not available during meal service. This finding results in fiscal action due to incomplete meals claimed for reimbursement. During the review, the components of the meal patterns were discussed with the SFA. The SFA must ensure that all meals counted for reimbursement contain the required components in the minimum portion size required for the specific grade group. The SFA should consider providing additional signage and training to students to make sure they know what is required for a reimbursable meal. The SFA should also provide additional training to the point of service staff on the requirements of a reimbursable meal. The USDA FNS website can be used for training materials, resources and guidance on the meal pattern. [7 CFR 220.8(c)]

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CAP: To come into compliance the sponsor must provide a step-by-step process that will be implemented at the point of service to ensure that all meals claimed for reimbursement contain the minimum components in the minimum portion size for the specific grade group.

Due Date: Due September 5, 2024; Completed August 29, 2024

Response: Issue was corrected the day of as the milk delivery was late. The food service director will increase the inventory of products on the day to ensure there is more available milk in the facility. Future errors will be corrected by staff aware of any shortages the night prior and solving the issue by acquiring milk either that evening or the morning prior to meal service from local grocery to ensure milk is served as a component of the breakfast meal or lunch meal.

Finding 6 – Meal Components and Quantities – Lunch (7 CFR 210.10)

For the week of menu review, the 9-12 lunch menu did not meet the minimum weekly requirement for the “other” vegetable subgroup. Vegetables from the “other” subgroup were offered, but not in large enough quantities to meet the weekly requirement. Subgroups of vegetables must be met for each grade group. The 3/4 cup weekly other vegetable subgroup requirement was not met for grades 9-12, with only 5/8 cup offered.

CAP: Provide documentation to demonstrate that the menu findings 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.

Due Date: Due October 4, 2024; Completed October 10, 2024

Response: The week 5 menu shows 1 cup peas and carrots served on Monday to meet the “other” vegetable subgroup requirements.

Finding 7 – Meal Components and Quantities – Lunch (7 CFR 210.10)

For the week of menu review, the 9-12 lunch menu did not meet the minimum weekly requirement for the red/orange vegetable subgroup. Red/orange vegetables were offered, but not in large enough quantities to meet the weekly requirement. Subgroups of vegetables must be met for each grade group. The 1 ¼ cup weekly red/orange vegetable subgroup requirement was not met for grades 9-12, with only 1 cup offered.

CAP: Provide documentation to demonstrate that the menu findings 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.

Due Date: Due October 4, 2024; Completed October 10, 2024

Response: The updated menu template for week 5 shows the serving size of carrots on Sunday was increased from 1/2 cup to 1 cup.

Finding 8 – Meal Components and Quantities – Lunch (7 CFR 210.10)

For the week of menu review, the 9-12 lunch menu did not meet the minimum weekly requirement for the dark green vegetable subgroup. There were no dark green vegetables offered this week.

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CAP: Provide documentation to demonstrate that the menu findings 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.

Due Date: Due October 4, 2024; Completed October 10, 2024

Response: The updated menu planning template for week 5 shows 1 cup broccoli served on Saturday.

Finding 9 – Meal Components and Quantities – Lunch (7 CFR 210.10)

For the week of menu review, the 9-12 lunch menu did not meet the minimum daily and weekly requirements for vegetables per 7 CFR 210.10. The federal regulations require a minimum of 1 cup of vegetables to be offered each day for grades 9-12. This requirement was not met on the following days:

- Day 1- 08/26/24- with 0 cups offered that could be determined.
 - SFA stated on production record to serve 1 cup of canned vegetables, but it was not specified which one. SFA must specify which vegetable was served in order to credit this cup of vegetables.
- Day 2- 08/27/24- with ¼ cup offered
- Day 4- 08/29/24- with ¼ cup offered
 - No recipe was provided for the Caesar Salad. Therefore, meal pattern crediting could not be determined as met
- Day 5- 08/30/24- with 5/8 cup offered
- Day 6- 08/31/24- with 0 cups offered that could be determined
 - SFA did not specify which fresh vegetable was served. Therefore, meal pattern crediting could not be determined as met
- Day 7- 09/01/24- with ½ cup offered

The federal regulations require minimum weekly amounts for vegetables. The weekly minimum of 7 cups was not met for grades 9-12, with only 2 5/8 cups offered.

CAP: Provide documentation to demonstrate that the menu findings 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.

Due Date: Due October 4, 2024; Completed October 17, 2024

Response: The sponsor statement and updated week 5 menu submitted showing that 1 cup of peas and carrots was added to Monday, 1/2 cup broccoli was added in additional to 1 cup of salad to Tuesday and Thursday, 1 cup refried beans was added to Wednesday, the serving size of mashed potatoes increased from 1/2 cup to 1 cup on Friday, 1 cup of broccoli was added to Saturday, and 1 cup of carrots was added to Sunday. The menu shows compliance for the minimum daily and weekly serving sizes.

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Finding 10 – Meal Components and Quantities – Lunch (7 CFR 210.10)

For the week of menu review, the 9-12 lunch menu did not meet milk requirements. Fluid milk offered must be fat-free (skim) or low-fat (1% fat or less) flavored or unflavored. The whole milk served was not allowed. Replace it with a fat-free or low-fat product.

CAP: Provide documentation to demonstrate that the menu findings 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.

Due Date: Due October 4, 2024; Completed October 10, 2024

Response: The updated menu templates attached to #410 lunch findings state 8 oz Low Fat/Fat Free milk daily at lunch. The SFA submitted labels for 1% white, FF white, and FF flavored varieties. A whole milk label was also submitted. Keep in mind that a Meal Accommodation Form or note signed by a recognized medical authority is required for a child for whole milk to count toward the SBP meal pattern.

Finding 11 – Meal Components and Quantities – Lunch (7 CFR 210.10)

For the week of menu review, the 9-12 lunch menu did not meet the whole grain-rich requirements. At least 80% of the grains offered weekly must be whole grain-rich to meet requirements. The menu met 19.57% whole grains for the week of review for grades 9-12. Increase the amount of whole grain-rich products offered to at least 80% of the weekly grain offerings. The following products were not whole grain rich.

- Day 1- 08/26/24- hot dog bun
- Day 2- 08/27/24- pizza
- Day 3- 08/28/24- flour tortillas
- Day 4- 08/29/24- garlic bread
- Day 5- 08/30/24- hamburger bun

A Child Nutrition (CN) Label or Product Formulation Statement (PFS) was not available for the following items. Therefore, meal pattern crediting could not be determined as met. Choose a product with either a CN Label or PFS in order to determine meal pattern crediting.

- Day 6- 08/31/24- PB&J Sandwich and offer chips with a PFS.
- Day 7- 09/01/24- Fish Sticks and Mac & Cheese

CAP: Provide documentation to demonstrate that the menu findings 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.

Due Date: Due October 4, 2024; Returned for Correction; Completed November 22, 2024

Response: The whole grain-rich percentage now meets requirements at 80.28%.

Finding 12 – Meal Components and Quantities – Lunch (7 CFR 210.10)

For the week of menu review, the 9-12 lunch menu did not meet the minimum daily and weekly requirements for grain. The federal regulations require menus to be planned that meet the

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minimum daily 2-ounce equivalent grain requirement for grades 9-12. This requirement was not met on the following days:

- Day 1- 08/26/24- with only 1.75 oz. eq. offered.
- Day 3- 08/28/24- with only 1.25 oz. eq. offered
- Day 6- 08/31/24- with 0 oz. eq. offered
- Day 7- 09/01/24- with 0 oz. eq. offered

A Child Nutrition (CN) Label or Product Formulation Statement (PFS) was not available for the following items. Therefore, meal pattern crediting could not be determined as met. Choose a product with either a CN Label or PFS in order to determine meal pattern crediting.

- Day 6- 08/31/24- PB&J Sandwich.
 - Ensure the sandwich provides at least 2 oz. eq. of grains or serve chips that have creditable grains in them. The potato chips offered do not count towards the grain component.
- Day 7- 09/01/24- Fish Sticks and Mac & Cheese

The federal regulations require weekly minimum amounts of grains to be served. The weekly requirement of 14 oz. eq. was not met for grades 9-12. The menu offered a minimum of 11.50 oz. eq. of grain throughout the week.

CAP: Provide documentation to demonstrate that the menu findings 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.

Due Date: Due October 4, 2024; Returned for correction; Completed October 23, 2024

Response: The sponsor statement and updated menu show that

- Two chili dogs and buns will be offered to meet grain requirements.
- Two tacos will be offered to meet grain requirements
- Four fish sticks credits as 1.25 oz. eq. wholegrain rich
- Two sandwiches credit as 2 oz. eq. grain, plus 1 oz. Sun Chips to meet the daily requirement

Finding 13 – Meal Components and Quantities – Lunch (7CFR 210.10)

For the week of menu review, the 9-12 lunch menu did not meet the minimum daily and weekly requirements for meat/meat alternate. The federal regulations require menus to be planned that meet the minimum daily 2-ounce equivalent meat/meat alternate requirement for grades 9-12. This requirement was not met on:

- Day 1- 08/26/24-with only 1 oz. eq. offered
- Day 2- 08/27/24- with only 1 oz. eq. offered
- Day 3- 08/28/24- with 0 oz. eq. offered
- Day 4- 08/29/24- with 0 oz. eq. offered
- Day 6- 08/31/24- with 0 oz. eq. offered
- Day 7- 09/01/24- with 0 oz. eq. offered

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A Child Nutrition (CN) Label or Product Formulation Statement (PFS) was not available for the following items. Therefore, meal pattern crediting could not be determined as met. Choose a product with either a CN Label or PFS in order to determine meal pattern crediting.

- Day 1- 08/26/24- Hot dog and canned chili
- Day 4- 08/29/24- Meatballs
- Day 6- 08/31/24- PB&J Sandwich
- Day 7- 09/01/24- Fish Sticks

The federal regulations require weekly minimum amounts of meat/meat alternate to be served. The weekly requirement of 14 oz. eq. was not met for grades 9-12. The menu offered a minimum of 4 oz. eq. of meat/meat alternate throughout the week.

CAP: Provide documentation to demonstrate that the menu findings 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.

Due Date: Due October 4, 2024; Returned for correction; Completed November 20, 2024

Response: The PFS submitted for the hot dog shows it credits as 2 oz. eq. The SFA's statement indicated an additional 1 oz cheese per pizza slice will be added to meet requirements. For the spaghetti meat sauce recipe yield, the yield of 40 servings works out to 2.75 oz eq MMA per serving for the 10lbs of 81/19 ground beef. The taco recipe submitted exceeds daily requirements for MMA. The label submitted for fish sticks credits as 2 oz. eq. meat/meat alternate. The label submitted for the Uncrustable shows that each one credits as 1 oz. eq. MMA. Two sandwiches served meet the daily 2 oz. eq. requirement.

Finding 14 – After School Snack Program (7 CFR 210.9(c)(7))

The SFA is required to conduct two self-monitoring reviews for the Afterschool Snack Program (ASSP), the first within 4 weeks of the beginning of operation and the second near the end of operation. There is no documentation indicating that ASSP monitoring reviews have taken place.

CAP: Utilizing the NSLP Corrective Action Procedure Form, create a procedure detailing how the SFA will complete the required ASSP monitoring.

Due Date: Due September 26, 2024; Returned for correction; Completed November 26, 2024

Response: The FSD completed the ASSP review and the NSLP Corrective Action Procedure Plan outlining the procedure of how the FSD will the ASSP self-monitoring form twice a year.

Finding 15 – After School Snack Program (7 CFR 210.9(c))

The Afterschool Snack Program (ASSP) must maintain records including production records (documenting changes or substitutions as applicable) to show component compliance and note number of portions prepared, served, and leftover for every day the ASSP operates. The menu and required portion sizes listed on the production record should be completed by foodservice employees as food is provided for program operation. Production records should be returned to food service for record keeping. Currently, the SFA is not retaining production record or meal count information for ASSP due to them serving all students at their facility. Please note that if

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these records are not retained during a following Administrative Review, the SA may take fiscal action on ASSP reimbursement.

CAP: Utilizing the NSLP Corrective Action Procedure Form, create a procedure detailing how production records and meal counts for the ASSP will be retained and tracked going forward. Additionally, complete the 2024 NSLP Afterschool Snack Program online training in the CNP Digital Learning Portal. Once complete, upload the training certificate and procedure for SA review.

Due Date: Due September 26, 2024; Returned for correction; Completed October 9, 2024

Response: The FSD completed the NSLP Corrective Action Procedure form outlining the procedure for ASSP meal counting and claiming. The FSD will add the ASSP meal counts to their current production sheets and review daily.

COMMENDATIONS

- The staff at the facility were very friendly and approachable. All staff greeted visitors and students with a smile and helped to create a welcoming environment.
- The FSD shows great rapport with the students. The facility also shows care in the development of their students as the students are able to earn their food handlers permit via coursework at the facility.

TECHNICAL ASSISTANCE (TA)

Meal Components and Quantities

- Independent contractor CN Resource completed the menu review and provided the following TA:
 - Check all manufacturer's labels and CN labels to ensure that the daily and weekly meat/meat alternate requirements are met.
 - To be considered whole grain-rich, the product must be comprised of at least 50% whole grain ingredients, with the remaining grain ingredients enriched. An easy way to determine this is by looking at the ingredient list. The product would be considered whole grain-rich if the primary ingredient is a whole grain, such as: whole wheat flour, graham flour, whole corn, or oatmeal.
 - 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. See below for a description of problem areas noted in completing production records.
 - Site name
 - Date
 - Planned numbers
 - Types of milk

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- Production records show a 1% milk when whole milk and fat-free flavored milk were served.
 - Juice
 - Production records state to serve 4 oz juice, but the menu has an 8 oz portion. Make sure the correct amount is recorded.
 - Fruit
 - SFA should always specify the type of fruit and how it is served (whole, sliced, canned, etc.).
 - Vegetables
 - SFA should always specify the type of vegetable and how it is served (whole, sliced, canned, etc.).
 - When serving veggies inside a sandwich or tacos, always specify the type and amount.
- When planning menus, make sure the correct menu is entered into the production records.
- 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. Recipes were not available for the following items. Therefore, meal pattern crediting could not be determined as met:
 - Tacos
 - Spaghetti and Meatballs
 - Caesar Salad
 - Mac & Cheese
- A Child Nutrition 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 manufacturer's Product Formulation Statement (PFS) is a document that provides a way for a manufacturer to demonstrate how a product may contribute to the meal pattern requirements. A PFS is typically provided for processed products that do not have a CN Label. USDA does not approve a manufacturer's PFS. Program operators are ultimately responsible for ensuring menu items meet meal pattern requirements. A Child Nutrition (CN) Label or Product Formulation Statement (PFS) was not available for the menu items listed below. This documentation was secured for the menu items listed below, in order to confirm meal pattern crediting. A sponsor should maintain this documentation on file to document meal pattern requirements as met.
 - Onion rings
 - Chicken patty
 - Pizza served
 - Strawberry flavored milk
 - Tortillas
 - Garlic bread

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- Juice flavors: berry, apple, fruit punch
- Scrambled Egg
- French Toast Bites
- Breakfast Burrito
- Please note, a Product Formulation Statement (PFS) was not available for the waffles served on Day 6 (Saturday) and therefore meal pattern crediting could not be determined for this item, however, meal pattern crediting was met with the yogurt and eggs offered this day.
- A Child Nutrition Label (CNL) or Product Formulation Statement (PFS) 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 CNL or PFS was not submitted for all processed menu items. This documentation was secured for the menu items listed below, in order to confirm meal pattern crediting. A sponsor should maintain this documentation on file to document meal pattern requirements as met.

Civil Rights

- The SFA must 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.
- SFAs must take reasonable steps to ensure meaningful access for Limited English Proficiency (LEP) persons, including providing timely, appropriate, and competent language services at no cost to individuals with LEP. Documents that are vital to program participation must be translated. For details, refer to SP37-2016 Meaningful Access for Persons with Limited English Proficiency in the School Meal Programs: Guidance and Q&As.

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 MyIdahoCNP's Download Forms.

After School Snack Program

- The Afterschool Snack Program (ASSP) operates similar to the NSLP in that schools that take part in the ASSP receive funds from the U.S. Department of Agriculture (USDA) for each reimbursable snack served. Sites must serve snacks that meet Federal requirements for the ASSP meal pattern and serving sizes.

FISCAL ACTION

Due to reimbursable meal errors and meal counting and claiming errors, fiscal action results in \$2652.56 for the School Breakfast Program, \$748.99 for the Afterschool Snack Program, and the meal counting and claiming error for the National School Lunch Program resulted in an underclaim of \$240.62. Lunch and ASSP are combined to equal \$508.37 and will be disregarded. The breakfast amount of \$2,652.56 will be withheld from a future claim. Should you wish to appeal this fiscal action, follow the appeal procedures on the [State Agency Appeal Procedures](#) document located on the Idaho Child Nutrition Programs website.

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
David Burkhart, Child Nutrition Director, Liberty Canyon Boys Ranch

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, audiotope, 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

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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

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