



Idaho Department of Education

February 12, 2025

Mrs. Donna Gordon, Principal
St. Mark's School
7503 Northview
Bliss, ID 83704

Dear Principal Gordon,

On January 17-30, State Department of Education (SDE) Director Lynda Westphal conducted a Desk Administrative Review of St. Mark's School for the following United States Department of Agriculture (USDA) programs:

- Special Milk Program (SMP)

The State agency (SA) would like to thank Bobbi Rivas for her hard work operating the Special Milk Program.

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 Administrative Review 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

These were the SA determined findings and the SFA response to the findings: N/A

FINDINGS AND CORRECTIVE ACTION PLAN (CAP)

All Findings from the previous review were corrected and Ms. Rivas has a good handle on the requirements of the Special Milk Program.

COMMENDATIONS

The staff at St. Mark's had positive attitudes and was prompt in their responses.

TECHNICAL ASSISTANCE (TA)

Reporting and Recordkeeping

It is a requirement to retain all Special Milk documents for three years plus the current year. The paperwork for 20-21 and earlier (which is held in the attic) may be destroyed and is no longer required to be retained.

Fluid Milk Substitute Requirements

Per 7 CFR 215.7a(b) A school food authority may offer fluid milk substitutes based on a written request from a child's parent or guardian, a State licensed healthcare professional, or registered dietician. If a student with a documented milk allergy requires a milk substitution, the substitution must be made available to the student.

Fiscal Action

There is no fiscal action from this review.

YOUR REVIEW IS NOW CLOSED.

If you wish to discuss this review, please contact me at (208) 332-6825. Thank you for your continued support of the Child Nutrition Programs.

Sincerely,



Lynda Westphal, MHS, SNS
Child Nutrition Director

cc: Bobbi Rivas, Secretary, St. Mark's School

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