



Idaho Department of Education

8/19/2024

Ron Cote, Superintendent
White Pine Charter School, Inc.
2959 John Adams Parkway
Ammon, ID 83406

RE: Child Nutrition Programs Administrative Review for SY 24-25

Dear Superintendent Cote:

Please be advised that State agency (SA) coordinators will be in your facility on **10/24/2024** to conduct a School Meals Program Administrative Review (AR). To ensure the food service director is available, please **plan for a substitute** to perform the duties of the director for the entirety of the onsite review.

As part of this AR, menu review contractors, CN Resource, will be onsite viewing the meal production during a different date. Make sure your e-mail allows correspondence from **@cnresources.com** so all communication from this company goes straight to your inbox.

The Review Period for this AR is **September**. The review period is the month of the School Food Authority's (SFA) most recently submitted NSLP claim, so ensure that the claim for this month is submitted prior to the on-site review. The menu review will occur during this month.

Breakfast, Lunch, Afterschool Snack, and the Fresh Fruit and Vegetable Program **must be served on the review day(s)** (as applicable). Ensure meal/snack start and end times are accurate and up-to-date in the Application in MyIdahoCNP.

The SFA will be asked to provide documents prior to the review (called the off-site assessment) and during the review (called the on-site review). Ensuring that all onsite documents are readily available will facilitate completion of the review in a timely manner.

An exit conference is required once the review is complete. If you wish to schedule an entrance conference, please contact the SA coordinator listed below.

Prior to the on-site review, the director is required to complete the **off-site assessment** with input from other personnel involved in the operation of the school meal programs, if necessary. The off-site assessment is located in the MyIdahoCNP web application:

1. Log into MyIdahoCNP from the Idaho Department of Education Child Nutrition Program website
2. Select the “Compliance” Tab at the top of the screen
3. Select “Review Tracking”
4. Select the “Details” link for the current review year
5. Select the “Detail” link next to the *Review Forms* option
6. Select “Modify” for each Review Form and answer questions as applicable:
 - a. Do not complete Module 600
7. Once finished with answering questions, click the “Validate” button at the bottom of the page. Make sure no errors are present after the form is validated.
8. Select “Detail” next to the site(s) listed under “Sites” to answer meal compliance questions.
 - a. Select “Modify” next to the Dietary Specification Assessment Tool for both lunch and breakfast and answer questions.
 - i. Follow instructions from CN Resource provided in a separate email on uploading compliance records for the menu review.
 - b. If **Multiple Sites** are listed, select “Detail” next to each site
 - i. Select “Modify” next to the “Meal Compliance Risk Assessment Tool”, answer all questions, and click “Validate” at the bottom of the page. Do this for all sites listed.
 - ii. Select “Modify” next to the Dietary Specifications Assessment Tool for both lunch and breakfast (if applicable), answer all questions, and click “Validate” at the bottom of the page.

The off-site assessment **MUST** be completed through the MyIdahoCNP website no later than **four weeks prior to the State agency on-site review**. The SFA must have the following records uploaded and documents ready for the review.

OFF-SITE ASSESSMENT

1. **CN Resources** is our contractor assessing meal compliance and will be sending information on how to complete the nutrition review using their specifications. CN Resources will require these documents:
 - a. Menu for review period month, for all sites being reviewed – breakfast and lunch
 - b. Corresponding production records for review period *week*, for all sites being reviewed - breakfast and lunch (to correspond with the Certification of Compliance Worksheet and nutritional analysis)
 - c. Corresponding recipes, CN labels, product formulation statements, and nutrition labels for all food items on the menu for the review period week - breakfast and lunch
 - d. Nutrient analysis reports, if the SFA conducts a nutrient analysis, for the review period week
 - e. USDA Certification of Compliance worksheet for Breakfast

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- f. USDA certification of compliance worksheet for Lunch
2. Upload your school district's benefit issuance documents. Documents must be uploaded at least **2 weeks** prior to review.
 - Benefit issuance list (exported into Excel format, if possible)
 - Approval/denial letter
 - Certified homeless and runaway list(s) from current school year signed and dated by the liaison
 - Direct Certification lists pulled by the sponsor dated July 1, 2023, and beyond with the required heading in PDF.
3. Upload school district's financial documents. Documents must be uploaded at least **4 weeks** prior to review.
 - Last year's child nutrition detailed financials (Fund 290)
 - Indirect rate letter of approval from SDE, applicable if the district charges food service indirect costs
 - The SFAs most recently approved audit
4. Upload documents in applicable modules. *This is not an exhaustive list.* Documents must be uploaded at least **4 weeks** prior to review.
 - Meal charging policy
 - Unpaid meal policy
 - Nonprogram Food Revenue Tool (NPFRT) for current school year; have all backup documentation available for validation
 - Verification records and household correspondence
 - Civil Rights (CR) complaint procedure, log and forms, and training documentation
 - Local School Wellness Policy and the most recent Assessments of wellness policy implementation
 - School breakfast outreach, if operating SBP.
 - Summer food service promotions, if operating SFSP or SSO.
 - Food safety plan (HACCP) and staff training documentation
 - Offer vs Serve (OVS) training documentation (if applicable)
 - Professional Standards training tracking logs and supporting documentation for all employees
 - Most recent SFA Onsite Monitoring review form(s)
 - Buy American Exception Forms

ON-SITE REVIEW (THREE YEARS PLUS CURRENT)

1. Have all Benefit issuance documents readily available for review:
 - Free and reduced applications
 - All denied applications
 - Direct certification lists obtained from the State DC system
 - Most recently completed verification report and corresponding documents sent to families and their responses

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2. Have Special Provision documents readily available for review.
 - If participating in Provision 2 free breakfast and/or lunch, a review of base year and extension year documents will occur to determine retention of all documents listed on the Provision 2 base year checklist
3. Additional documents to be reviewed onsite:
 - Last three food safety inspections
 - Current school year thermometer calibration and temperature logs for all coolers, milk coolers, freezers, and dry storage areas
 - Meal accommodation form for special needs diets (if applicable) and a written procedure for providing meals for children with special needs
4. Meal counting for all sites will need to be provided after meal service:
 - Daily lunch counts and procedures, for the entire *review period month* (most recently claimed month)
 - Daily lunch counts, for *month of on-site review*
 - Student counts for *review period month*
 - Breakfast and lunch counts for *day of review for all reviewed sites*

AFTER ON-SITE REVIEW

1. All corrective action must be uploaded by due date
2. Daily breakfast and lunch counts, for *month of on-site review* for all sites will need to be submitted.

ADDITIONAL PROGRAM DOCUMENTATION TO REVIEW (IF APPLICABLE)

Afterschool Snack Program (ASSP)

- Monitoring form(s)
- Snack counts for review period month
- Snack production records

Fresh Fruit and Vegetable Program (FFVP)

- Invoices for produce and supplies
- Personnel time reporting documentation

Special Milk Program (SMP)

- Invoices
- Milk counts
- Benefit issuance documents, if applicable

If you have questions on this process, additional resources are available in the [Idaho School Nutrition Reference Guide](#). Please contact the Lead Reviewer listed below if you have any questions.

Your cooperation is appreciated.

Sincerely,

Cambria Steffler, Coordinator, National School Lunch Program
(208) 332-6861
csteffler@sde.idaho.gov

cc: Daretta Georgeson, Child Nutrition Director
Lynda Westphal, MHS, SNS, Child Nutrition Director

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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 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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