

**Duckwater Shoshone Elementary School**  
*Administrative Review Report*

July 28, 2022

National School Lunch Program  
*Food and Nutrition Division*

# Administrative Review Report

## Food and Nutrition Division

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## **I. Executive Summary**

### **Administrative Review**

The Richard B. Russell National School Lunch Act, as amended by the Healthy Hunger-Free Kids Act of 2010 (HHFKA), requires a unified accountability system designed to ensure participating school food authorities (SFAs) comply with National School Lunch Program (NSLP) and School Breakfast Program (SBP) requirements. The Act also requires an accountability system that conducts Administrative Reviews to evaluate requirements for NSLP and SBP during a three-year (triennial) cycle.

The Administrative Review provides a comprehensive evaluation of school meal programs of SFAs participating in the NSLP, SBP, and includes both Critical and General Areas of Review. This includes the implementation of HHFKA program requirements and other Federal Programs.

### **Procurement Review**

The procurement of goods and services is a significant responsibility of a SFA. Obtaining the most economical purchase should be considered in all purchases when using the nonprofit food service account. SFAs must comply with the applicable regulations through audits, administrative reviews, technical assistance, training, guidance materials, and by other means (7 CFR 210.19(a)(3)). Federal, state and local laws and regulations specify the methods SFAs must ensure all competitive procurements must be in accordance with 2 CFR Part 200.318-.326 and all other applicable government-wide and FNS regulations and guidance.

Nevada Department of Agriculture (NDA) conducted the Procurement Review in tandem with the Administrative Review of the NSLP administered by Duckwater Shoshone Elementary School from April 19<sup>th</sup> – 21<sup>st</sup>, 2022.

An exit conference was held on Thursday, April 21, 2022 to provide a summary of the work performed and to discuss any anticipated findings and required corrective actions.

We commend your agency's commitment to improving operations of this essential nutrition assistance program. We wish to thank the Duckwater Shoshone Elementary School staff for the time and assistance extended to our State Agency staff during this process.

## **II. Introduction**

An entrance conference was conducted on Tuesday, April 19, 2022. The Administrative Review was conducted by Tom Doughty, School Nutrition Coordinator II and the Procurement Review was conducted by Dan Pimm, School Nutrition Specialist. Duckwater Shoshone Elementary School staff included Tami Hickle, Education Administrator. This report is based on the results

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of the onsite assessment, the onsite review of files, and meal service observation of the breakfast and lunch programs. An exit conference was held on Thursday, April 21, 2022 which provided a summary of the work performed at Duckwater Shoshone Elementary School and we discussed any additional documentation needed, preliminary findings, and observations.

### III. Scope

The Administrative Review covered documents, records, and procedures relating the administration of the NSLP for the month of review, January 2022. The Procurement Review covered all documents, records, invoices, and procedures relating to the procurement for the SFA for the year of review, school year 2020-2021.

### IV. Methodology

The Administrative Review was conducted in accordance with procedures and requirements set forth in the Administrative Review Manual, 2018-2019 edition. It included evaluating Duckwater Shoshone Elementary School's administration of the National School Lunch and School Breakfast programs through the assessment of agency procedures, sampled review files, documentation, claims, fiscal systems, contracts, and staff interviews.

The Procurement Review was conducted in accordance with procedure and requirements set forth in the 2 CFR 200 and 7 CFR 210. The procurement plan, code of conduct, and procurement documents, including invoices, were evaluated for compliance.

### V. Noteworthy Achievements

- Meals made from Scratch: Duckwater Shoshone Elementary School is serving meals from scratch. This is noteworthy as it is the preferred prep method by students and faculty alike. We received several comments about the quality of food even before the students knew what was being served.

### VI. Critical Areas of Review

- Performance Standard I- Meal Access and Reimbursement
  - Certification and Benefits Issuance
  - Meal Counting and Claiming
- Performance Standard II- Meal Pattern and Nutritional Quality
  - Meal Components and Quantities
  - Offer versus Serve
  - Dietary Specifications and Nutrient Analysis

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- Comprehensive Resource Management Review
  - Maintenance of the Non-Profit Food Service Account
  
- General Areas
  - Civil Rights
  - Professional Standards
  - Local School Wellness Policy
  - Water Availability
  - Food Safety
  - Reporting and Recordkeeping
  
- Procurement
  - Procurement Plan
  - Code of Conduct
  - Procurement Documents and Records

**VII. Findings and Required Corrective Action**

**Performance Standard II – Meal Pattern and Nutritional Quality** – Meals claimed for reimbursement must contain food components in specific quantities and requirements as required by regulations; the meal pattern limits calories, restricts sodium levels, limits saturated fat, and eliminates trans fats. References include but are not limited to 7 CFR 210.10 and 220.80.

	<b>Finding</b>	<b>Corrective Action</b>	<b>Due Date</b>
#1	<b>Meal Pattern &amp; Menu Planning</b> 7 CFR 210.10 (i) requires SFAs to follow a food-based menu planning approach and produce enough food to offer each child the quantities specified in the meal pattern for the appropriate age/grade group. SFAs are also required to keep documentation including menu, USDA Foods Information Sheets, CN labels, standardized recipes and/or manufacture’s Product Formulation Statements to support the foods/recipes offered on the menu.	Provide NDA 4 weeks of menu planning 2 weeks prior to service to provide technical support and assure that the meal patterns are being met prior to production. This will continue until menu planning meets the meal pattern components on a regular basis.	Aug 15, 2022 (and every two weeks after until notified DSES is in compliance)

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	<p>Menu Planning was not conducted at DSES to meet the USDA NSLP meal pattern. Certification Worksheets for DSES could not be provided to demonstrate how the breakfast and lunch menu met the meal pattern for the appropriate age grade group. No supporting documentation was kept demonstrating how DSES met the menu pattern for the entire 2021-2022 school year. Once Menus were created/provided for SY 21-22, it was found that DSES did not meet the nutritional requirements for neither Lunch or Breakfast for the day nor week as required by the USDA 7 CFR 210.8-10</p> <p><i>Repeat Finding: During both DSES' 2018-2019 &amp; 2020 (SSO) ARs it was found that DSES did not provide menu planning or production records to show the goal of meeting the meal pattern requirements for the appropriate age grade group.</i></p>		
#2	<p><b>Menu Production Records (MPRs)</b> 7 CFR 210.10 (3) requires schools or SFAs to maintain daily Menu Production Records to show how the meals offered contribute to the required food components and food quantities for each age grade group.</p> <p>Menu Production Records were not complete and didn't follow the meal pattern component, nor the nutritional requirements set forth by the USDA.</p> <p>Production Records for all of SY 21-22 were reviewed. NDA found that DSES didn't serve the basic meal pattern components for 59 days, totaling 236 breakfast meals and 478 lunch meals. Production records were</p>	<p>(1) Duckwater nutrition staff must attend the ICN training, <a href="#">"STAR Webinar - Back to School: Completing Menu Production Records the Best Way."</a> Send certificate of training to NDA as proof this was completed.</p> <p>(2) Complete production records will be required to be submitted to NDA every month before that month's claim will be approved. PRs will be reviewed for completeness and</p>	<p>Aug 15, 2022</p> <p>To be submitted to NDA at the end of each week. Claims will not be approved if PRs are not sent.</p>

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	<p>also not readily available upon request, which leads NDA to believe they were not completed and being filled in at a later time, not daily as required by USDA.</p> <p><i>Repeat Finding: During both DSES' 2018-2019 &amp; 2020 (SSO) ARs it was found that DSES had not been keeping MPRs for the entire school year to demonstrate how the daily menu met the required food components and food quantities.</i></p>	<p>to ensure reimbursable meals were being served and claimed.</p> <p><b>(3) Fiscal Action</b> will be taken to recoup the claiming of 236 breakfast and 578 lunch which were non-reimbursable meals (Attached).</p>	
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**General Program Compliance**

**Temperature & Sanitation Logs** – Each SFA is required to ensure that facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss (7 CFR 210.13(d)). Temperature is appropriate for the applicable equipment (e.g. freezer, refrigerator, milk cooler). Chemicals are clearly labeled and stored away from food and food-related supplies.

#3	<p><b>Sanitation Logs</b> The SFA must monitor (using test strips) and record their chemical levels when using sanitation liquids. These test result trackers should be visible near the sink where the sanitation process is done. Duckwater Shoshone Elementary School currently has no Sanitation Logs.</p>	<p>Provide NDA with 2 weeks' worth of test strip sanitation logs.</p>	<p>August 29<sup>th</sup> 2022</p>
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#4	<p><b>Temperature Logs</b> Daily temperature logs are required for all applicable equipment. These temperatures should be taken by internal thermometers for accuracy and proper safeguard against spoilage.</p>	<p>Duckwater Shoshone Elementary School has an internal thermometer in their refrigerator, but not in their freezer. Install an internal thermometer in the freezer and send NDA a picture of the installed thermometer.</p>	<p>Sept 15<sup>th</sup>, 2022</p>
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**Professional Standards** – Regulations establish hiring standards for new school nutrition program directors at the School Food Authority (SFA) level and annual training standards for all school nutrition program directors, managers, and staff. References include but are not limited to 7 CFR 210.30

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#5	<p><b>Professional Standards Tracking</b> There is currently no tracking spreadsheet for training by Duckwater Shoshone Elementary School. Tracking should be done for each food service employee, and is to include Name, Title, School Year, Total Training Hours Needed this Year, Course Title, Topic, Source, and Course time. <i>*Professional Standards Training tracking sheet provided**</i></p> <p><u>Repeat Finding-no training tracking:</u> The previous AR (2019) showed no training tracking system in place.</p>	<p>Completely fill out and submit the Professional Standards Training tracking Sheet. File a copy of the tracker for every food service employee.</p>	<p>Sept 15<sup>th</sup>, 2022</p>
<p><b>Wellness Policy</b> – To help foster a healthy school environment, Section 204 of the Healthy, hunger Free-Kids Act added section 9A to the Richard B. Russell National School Lunch Act (NSLA) to expand the scope of wellness policies. References include but are not limited to 7 CFR 210.11; 7 CFR part 210 Appendix B; and The Healthy Hunger Free Kids Act Section 9A (204).</p>			
#6	<p><b>Triennial Assessment</b> The HHFKA final rule requires all local school wellness policies to be reviewed and/or updated once every three years.</p> <p>Duckwater Shoshone Elementary School Wellness and Healthy School Environment document has not been reviewed/updated since July/2016.</p>	<p>Submit a proposed timeline for the Duckwater Shoshone elementary School Wellness and healthy School Environment Policy to be reviewed and/or updated for the 2022-2023 school year and a business policy/process to establish a regular update of the Local School Wellness Policy triennially.</p>	<p>Sept 15<sup>th</sup>, 2022</p>
#7	<p><b>School Wellness Committee Meeting 2x/year</b> A Local School Wellness stakeholder/committee needs to meet at least twice a year. There is no committee at Duckwater Shoshone Elementary School.</p>	<p>Form a school wellness committee and report who is on the committee (can include parents, teachers, tribal members, a student). Also, create a business policy/process to replace members and keep a</p>	<p>Sept 15<sup>th</sup>, 2022</p>

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		committee in place. Please submit a timeline/dates for when this committee will meet next school year and what topics will be covered at the meetings.	
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**VIII. Corrective Action Response**

A written response to the corrective actions detailed in this report must be submitted within thirty (30) calendar days of receipt of the report. The response must include a description of the corrective action plan for the findings, including implementation time frames and supporting documentation as necessary.

NDA will thereafter assess the SFA’s corrective action response. If the corrective action is not completed, or if the need is identified to ensure all corrective items are in place, we may schedule a follow up review. Program Funds may be withheld until corrective action is completed if not submitted by the required due date.

The SFA may appeal the NDA’s action by submitting a written appeal request within fifteen (15) calendar days after receipt of notice of this Administrative Review Report and should be sent by certified mail, or its equivalent, or sent electronically by email. NDA will acknowledge the receipt of an appeal request within 10 days after its receipt of the request. More information is available in Appendix A.

**IX. Appendix**

- a. Appeal Procedure-attached
- b. Procurement Review Detail-attached
- c. NSLP/SBP Meal Pattern Requirements- 4 Day Week
- d. Professional Standards Tracker
- e. Fiscal Action Letter

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