



**Nevada  
Department  
of Agriculture**

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**Brilliant Child Christian  
Academy**  
*Administrative Review Report*

National School Lunch Program  
***Division of Food and Nutrition***



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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 an 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 programs administered by Brilliant Child Christian Academy on 12/18/2023.

An exit conference was held on 12/22/2023 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 Brilliant Child Christian Academy staff for the time and assistance extended to our State Agency staff during this process.

## **II. Introduction**

An entrance conference was conducted on 12/18/2023. The review was conducted at the Brilliant Child Christian Academy in Las Vegas, Nevada. The Administrative Review was conducted by Abigail Hanson and Erica Jaramillo. Brilliant Child Christian Academy staff included Sylina Soto and Airen Etable. This report is based on the results of the offsite assessment, the onsite and offsite review of files, and meal service observations of the SFA's participating programs. An exit conference was held on 12/22/2023 which provided a summary of the work performed at Brilliant Child Christian Academy and we discussed any additional documentation needed, preliminary findings, and observations.

## **III. Scope**

The Administrative Review covered documents, records, and procedures relating to the administration of the NSLP for the month of review, September 2023. The Procurement Review covered all documents, records, invoices, and procedures relating to the procurement for the SFA for the year of review, school year 2023-2024.

## **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 Brilliant Child Christian Academy'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 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**

- Staff members were friendly and responsive to feedback during the review.

## **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
- Comprehensive Resource Management
  - Maintenance of the Non-Profit School Food Services Account
  - Revenue from non-program foods
  - Paid Lunch Equity
  - Indirect Costs
- General Areas
  - Civil Rights
  - Professional Standards
  - SFA On Site Monitoring
  - Local School Wellness Policy
  - Smart Snacks in School
  - Water Availability
  - Food Safety
  - Reporting and Recordkeeping
  - SBP and SSO Outreach
- Procurement
  - Procurement Plan
  - Code of Conduct
  - Procurement Documents and Records

## VII. Findings and Required Corrective Action

### Performance Standard I – Meal Access and Reimbursement

Federally mandated counting and claiming systems for all SFAs that participate in NSLP and SBP. Free, reduced-price, and paid meals claimed for reimbursement must be served only to eligible children. Certification and benefits issuance process is the SFA’s certification of student eligibility for FRL meals and serves as a link to the SFA’s meal counting and claiming system. References include but are not limited to 7 CFR 245.2(1)(i); 7 CFR 245.6(b)(1); 7 CFR 210.7 (c)(1)(iii)(iv); 7 CFR 210.18 (g)(1)(ii)(A); CFR 210.19(c)(2)(i); and 210.19(c)(2)(ii).

Site/Questions	Finding	Corrective Action	Due Date
District Level Q126	<p>Certification and Benefit Issuance Applications received by the SFA must be certified for the correct meal benefit level (either free, reduced or paid) as detailed in the Eligibility Manual for School Meals, July 18, 2017 edition.</p> <p>Of the 40 applications requested, 15 applications were noted as an incorrect benefit status on the Benefit Issuance Document (BID):</p> <ul style="list-style-type: none"> <li>-1 noted paid on BID due to no application (should be free)</li> <li>-1 noted reduced on BID (should be free)</li> <li>-2 noted reduced on BID (should be paid)</li> <li>-1 noted free on BID (should be paid)</li> <li>-1 noted free on BID (should be reduced)</li> <li>-9 applications (4 free, 5 reduced) were processed without an adult signature or social security number/box checked for none and should be processed as paid. In addition, 2 applications were not converted to annual income when applicable and 1 application was processed with no social security number/checked box (but remains paid).</li> </ul> <p>*Please note this finding will require fiscal action. A fiscal action letter will be sent when CA is submitted.</p>	<ol style="list-style-type: none"> <li>1. Send letters to the families that will have a change in benefit status, including 10 days’ notice for any reduction in benefits (can include verbiage that all meals are still free this year). If applications with missing information (no signature or social) are corrected, they may keep the same benefit status moving forward. Submit copies of any corrected applications and the letters sent to families to NDA for review.</li> <li>*See attached document for the applications with an incorrect benefit status.</li> <li>2. Develop a procedure on how applications will be processed (including reviewing all required fields, proper income conversions, and your confirming process). Submit procedure to NDA for review.</li> <li>3. Submit a copy of the updated BIDs/Master List with corrections to NDA for review.</li> </ol>	02/19/2024

District Level Q207a	<p>Verification</p> <p>Verification of student's eligibility must be completed on a sample of household applications per 7 CFR 245.6a(c). If the household refuses to cooperate in verification, per 7 CFR 245.6a(f)(4), their benefit shall be terminated (updated to paid). BCCA started the verification process after the pre-assessment call and was still completing it at time of review.</p>	<p>1. Develop a procedure detailing how and when verification will be completed annually by November 15. Submit procedure to NDA for review.</p> <p>2. Submit the remaining verification documents for this year (all household documentation collected, final verification letters sent out, etc.) to NDA for review.</p>	02/19/20 24
District Level Q209a	<p>Per page 102 of the Eligibility Manual, "If the LEA determines it is eligible to use an alternate sample size, the LEA must contact the State agency in accordance with any procedures established by the State agency for approval prior to use an alternate sample size [7 CFR 245.6a(d)(4)]." BCCA did not select from error-prone applications but instead used an alternate sample size and chose a random sample from their sample pool.</p>	<p>In the procedure for Q207a, include how the correct verification sample size will be used (error-prone); including how error-prone will be identified.</p> <p>Submit procedure to NDA for review.</p>	02/19/20 24
Brilliant Child Christian Academy Q318	<p>Meal Counting and Claiming</p> <p>Per 7 CFR 210.8, the meal counts for the review period must yield an accurate result, must be comparable to the day of review meal counts, and must not exceed the number of eligible students. Monthly and daily claim reconciliation must yield accurate meals.</p> <p>Each teacher serves and counts meals differently in their classroom. Some teachers were checking children off on the roster before they were served an entire meal (including milk).</p>	<p>1. Develop a standard procedure for all teachers to ensure consistent and accurate counting of meals served in the classroom (classroom 3 was a good example). Submit the procedure to NDA for review.</p> <p>2. Complete training for teachers on the new counting procedure/system.</p> <p>Include how teachers will serve the full 8 oz. of milk to each child receiving a reimbursable meal. Submit proof of training (signed attendance sheet and copy of the training) to NDA for review.</p>	02/19/20 24

District Level Q316b	<p>Per 7 CFR 210.8, the meal counts for the review period must yield an accurate result, must be comparable to the day of review meal counts, and must not exceed the number of eligible students. Monthly and daily claim reconciliation must yield accurate meals.</p> <p>September 2023 consolidated meal counts submitted did not add up to what NDA counted from the daily tally sheets provided by the SFA.</p> <p>*Please note this finding will require fiscal action. A fiscal action letter will be sent when CA is submitted.</p> <p>Per 7 CFR 210.18 (1)(3)(ii), fiscal action will be assessed from the point corrective action occurs back through the beginning of the review period. We will complete an open claim adjustment for any months for which a Claim for Reimbursement has not been submitted.</p>	<p>1. Develop an updated meal count consolidation system to ensure monthly counts are accurate (suggest tallying daily counts by eligibility status by classroom so the monthly consolidation is easier and incorporate a system to electronically calculate monthly meal totals (may use Excel or Google doc)). Submit procedure to NDA for review.</p> <p>2. BCCA must submit monthly meal counts (free/reduced/paid) for breakfast and lunch to NDA for November and December 2023. November may be submitted in CNP as usual before the claim deadline. NDA will send an open claim adjustment letter before BCCA can submit December claims in CNP.</p>	02/19/20 24
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**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.

Site/Questions	Finding	Corrective Action	Due Date
Brilliant Child Christian Academy Q403a	Second milk choice Per 7 CFR 210.10(d)(1)(i), schools must offer students a variety (at least two different options) of fluid milk. Unflavored milk must be offered at each meal service. BCCA only had one variety of milk to serve during breakfast and lunch on the day of review and during the review month. ***Potential for future fiscal action, if found as a repeat finding on a future review.***	1. In the Production Record procedure for Q409, include details on how milk types (specify fat content and flavor) will be recorded on production records. Submit procedure to NDA for review. 2. Purchase and offer two types of milk per NSLP meal pattern and provide training to all kitchen staff on ensuring two milk choices are available during meal services. Submit proof of training to NDA for review.	02/19/2024

Brilliant Child Christian Academy Q409	Menu Production Records (MPRs) Production and menu records must be maintained in accordance with FNS guidance. Menu and supporting documentation kept by BCCA did not include all the required fields. Documentation was missing OVS indication, actual quantities served, contribution to the meal pattern, and leftovers.	<p>Create a procedure detailing:</p> <ul style="list-style-type: none"> <li>-How BCCA plans to ensure production records have the following 12 items: <ul style="list-style-type: none"> <li>Date/site name, menu/food items, OVS (yes/no), recipes/products, age group/grade served, portions of servings (both planned and served), contribution to the meal pattern, total projected servings, amount of food used, actual servings, leftovers, and condiments/extras</li> </ul> </li> <li>-How production record information will be filled out by kitchen staff daily (including actual number served and leftovers)</li> <li>-How records will be monitored daily to ensure reimbursable meals were served (including two choices of milks)</li> </ul> <p>Submit procedure to NDA for review.</p> <p>*Beginning January 4th, 2024, BCCA must submit completed production records each week to NDA for review until there is adequate resolution of menu/meal pattern compliance. Each week's documentation will be due the following Monday.</p>	02/19/2024
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Brilliant Child Christian Academy Q410a	<p>Per 7 CFR 210.10(b)(1)(i), daily, school lunches offered to each age/grade group must include the food components and food quantities specified in the appropriate meal pattern.</p> <p>Reviewed production records and menu documentation for September 11-15, 2023. The following errors were noted:</p> <ul style="list-style-type: none"> <li>-Not offering the full 1 cup of fruit at breakfast each day</li> <li>-Not offering the full ¾ cup of vegetables at lunch each day</li> <li>-Not offering all required veg. subgroups per week (missing Red/Orange, Legumes &amp; Other)</li> <li>-Not offering enough of whole grain-rich items per week (did not offer at least 80%)</li> <li>-Not meeting the minimum for Grains at breakfast and minimum for Meat/MA at lunch</li> <li>-Not meeting the average calories per meal for breakfast and lunch</li> </ul> <p><b>**See detailed list below**</b></p>	<ol style="list-style-type: none"> <li>1. Create a procedure for developing a cycle menu that meets the NSLP/SBP meal patterns (including how kitchen staff will ensure they are following the meal pattern serving sizes, veggie subgroups, milk varieties and dietary specifications). Submit an updated cycle menu for review, along with a USDA Nutrient Analysis worksheet for each week of the month.</li> <li>2. Complete targeted TA visit with NDA to review production records, meal pattern requirements, and completing USDA menu worksheets for menu compliance. Submit the first week of the USDA Nutrient Analysis worksheets to NDA for review.</li> </ol>	<p>(2) TA visits completed on 1/3/24 and 1/8/24</p> <p>Remaining items due 02/19/2024</p>
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After review of documentation for September 2023, the following days were noted as missing a meal component:

9/6/23 Breakfast: only served yogurt, missing grain component

9/13/23 Breakfast: only served yogurt, missing grain component

9/15/23 Lunch: served cornstarch 'stick' noodles, missing grain component

9/27/23 Breakfast: only served yogurt, missing grain component

\*Please note this finding will require fiscal action. A fiscal action letter will be sent when CA is submitted.

Per 7 CFR 210.18 (l)(3)(ii), fiscal action will be assessed from the point corrective action occurs back through the beginning of the review period.

The following days during September 2023 were missing sufficient quantities of all required meal components:

9/4/23 Breakfast: only 1/2 cup of fruit served

9/5/23 Lunch: only 1/2 cup of veg served

9/6/23 Breakfast: only 1/2 cup of fruit served, 9/6/23 Lunch: only 1/2 cup of veg served

9/7/23 Breakfast: only 1/2 cup of fruit served, 9/7/23 Lunch: only 1/2 cup of veg served

9/8/23 Breakfast: only 1/2 cup of fruit served, 9/8/23 Lunch: only 1/2 cup of veg served

9/11/23 Breakfast: only 1/2 cup of fruit served, 9/11/23 Lunch: only 1/4 cup of veg served

9/12/23 Lunch: only 1/2 cup of veg served

9/13/23 Breakfast: only 1/2 cup of fruit served, 9/13/23 Lunch: only 1/4 cup of veg served  
9/14/23 Breakfast: only 1/2 cup of fruit served, 9/14/23 Lunch: only 1/2 cup of veg served  
9/15/23 Breakfast: only 1/2 cup of fruit served, 9/15/23 Lunch: only 1/2 cup of veg served  
9/18/23 Breakfast: only 1/2 cup of fruit served, 9/18/23 Lunch: only 1/2 cup of veg served  
9/19/23 Lunch: only 1/2 cup of veg served  
9/20/23 Breakfast: only 1/2 cup of fruit served, 9/20/23 Lunch: only 1/4 cup of veg served  
9/21/23 Breakfast: only 1/2 cup of fruit served, 9/21/23 Lunch: only 1/2 cup of veg served  
9/22/23 Breakfast: only 1/2 cup of fruit served  
9/25/23 Breakfast: only 1/2 cup of fruit served, 9/25/23 Lunch: only 1/2 cup of veg served  
9/26/23 Lunch: only 1/2 cup of veg served  
9/27/23 Breakfast: only 1/2 cup of fruit served  
9/28/23 Breakfast: only 1/2 cup of fruit served  
9/29/23 Breakfast: only 1/2 cup of fruit served, 9/29/23 Lunch: only 1/2 cup of veg served  
\*\*\*Potential for future fiscal action, if found as a repeat finding on a future review.\*\*\*

## General Program Compliance

### Civil Rights

Regulations require SFAs to comply with civil rights provisions to ensure that no child is denied benefits or otherwise discriminated against because of race, color, national origin, age, sex, or disability. References include but are not limited to 7 CFR 210.23(b), 7 CFR 210.18(h)(2)(ii), FNS Instruction 113-1, USDA memo SP59-2016.

Site/Questions	Finding	Corrective Action	Due Date
Off-Site Assessment Q803	Civil Rights Per instruction 113-1, SFA's public notice should contain the elements of: program availability, complaint information and the USDA nondiscrimination statement. BCCA had the correct USDA complaint form on hand, but their complaint procedure instructions were for the SNAP program and indicated to reach out to the Division of Welfare and Supportive Services (DWSS).	Update the complaint procedure to include the correct instructions for filing a discrimination complaint with the USDA. Submit updated procedure to NDA for review.	02/19/2024
District Level Q810	Per Instruction 113-1, programs must include the required non-discrimination statement on all appropriate FNS and agency publications, Web sites, posters, and informational materials provided to the public. The shortened statement was added to the menus, beginning in October 2023. The Student Handbook and 'Meal Charge Policy' did not contain the nondiscrimination statements.	Update the Student Handbook and Meal Charge Policy to include the USDA non-discrimination statement. Submit updated handbook and policy to NDA for review.	02/19/2024

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Brilliant Child Christian Academy Q812	<p>Per Instruction 113-1, the U.S. Department of Agriculture prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program.</p> <p>In one classroom, NDA observed that the girls were served their lunch first and then the boys were served.</p>	<p>Re-train teachers on civil rights to ensure they understand the civil rights regulations for the NSLP/SBP meal service and the basis of civil rights discrimination complaints.</p> <p>Submit proof of a policy review or training (agenda, training attendance, etc.) to NDA for review.</p>	02/19/2024
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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

Site/Questions	Finding	Corrective Action	Due Date
District Level Q1217b	<p>Professional Standards Training Tracking: All SFAs are required to track and maintain records regarding employees’ annual training. USDA’s Professional Standards Training Tracker may be used, or an alternative tracking tool may be developed but must include at minimum these required fields: employee name, hiring date, employee position, required hours of training, training title/subject, length or training, school year training is applied to, and completed training hours to date. BCCA will need to update their current tracker to include all staff members that have duties related to the NSLP and SBP (Sylina, teaching aids, chef, etc.) and remove all CACFP trainings currently listed. The current tracker being utilized is also missing the following required elements: staff members titles, hiring date, required training hours per role, and what subject each training is counting towards.</p>	<p>1. The SFA may either begin using the USDA Professional Standards Training Tracking Tool or update the current tracker to include the required elements and remove all CACFP trainings that are currently listed. Submit the completed USDA Professional Standards Training tracker or your revised tracker to NDA for review. *See Professional Standards Guide for more detail. 2. Create a plan for how all employees will meet the annual training requirements by June 30, 2024 and submit the plan to NDA for review.</p>	02/19/2024

### Local School Wellness Policy

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).

Site/Questions	Finding	Corrective Action	Due Date
Off-Site Assessment Q1003a	School Wellness Committee Meeting 2x/year: Nevada’s School Wellness Policy states stakeholders/committee needs to meet at least twice a year. No committee meetings had been held at the time of the review. Following the day of review, BCCA held one committee meeting on 12/26/23 and submitted the agenda/notes on 12/28/23.	Create a plan to hold an additional committee meeting for this school year, including how you will invite all specified committee members (parents, students, etc.), updating specific goals and completing the annual wellness policy assessment. Submit the meeting plan to NDA for review.	02/19/2024

### Food Safety

Regulations require SFAs to establish a food safety program and maintain facilities in accordance with Federal, State, and Local Health Code regulations to reduce risks of food borne illnesses. References include but are not limited to 7 CFR 210.13, USDA Guidance for School Food Authorities: Developing a School Food Safety Program, NRS 429.200, 444.335, and NRS chapter 446.

Site/Questions	Finding	Corrective Action	Due Date
Brilliant Child Christian Academy Q1406	Food Safety The most recent food safety inspection was not posted in a publicly visible location.	Submit a photo of the food safety inspection report posted to NDA for review.	Proof submitted on 12/28/2023



Smart Snacks in School- Regulations governing all food and beverages sold in school must meet nutritional standards as well as federal and local regulations. References include Healthy Hunger-Free Kids Act 2010, 7 CFR 210.11 and Nevada’s School Wellness Policy.

Site/Questions	Finding	Corrective Action	Due Date
Brilliant Child Christian Academy Q1406	Per 7 CFR 210.11 (c)(1), at a minimum, all competitive food sold to students on the school campus during the school day must meet the nutrition standards specified by FNS. The vending machine/school store was open during the school day and was not smart snack compliant. In addition, the SFA was not able to confirm that the revenue was deposited into the Non-profit School Food Service Account (NSFSA) to benefit the food program. The following unallowable beverages for K-8 were being sold in the vending machine/school store: Gatorade, Snapple Tea, PRIME water, Vitamin Water, and Brisk. Unallowable snacks sold also included Cup Noodles, Oreo cookies and marshmallow/candy spoons.	1. BCCA will need to either change the items in the vending machine/school store, so they are smart snack compliant and ensure all revenue goes into the NSFSA or change the policy so that food/drinks are only sold after the school day (defined as midnight to 30 minutes after the last grade is released). 2. Develop a procedure on how the vending machine/school store will be stocked and monitored to ensure it is compliant. Submit procedure and photo of updated serving hours or photo of updated beverages/snacks being sold (smart snack compliant) to NDA for review.	Proof submitted on 12/28/2023

## Resource Management

Resource Management – All revenues and expenses under the Nonprofit School Food Service Account must be allowable- used only for the operation and improvement of the food service and net cash resources may not exceed three months’ average operating expenses. References include not are not limited to 7 CFR 210.14.

Site/Questions	Finding	Corrective Action	Due Date
District Level Resource Management - First Year	Maintenance of the Non-profit School Food Service Account (NSFSA) Per 7 CFR 210.14, school food authorities shall maintain a nonprofit school food service. Revenues received by the nonprofit school food service are to be used only for the operation or improvement of such food service. In addition, the school food authority shall meet the requirements of the State agency for compliance with § 210.19(a) including any separation of records of nonprofit school food service from records of any other food service which may be operated by the school food authority. The SFA has no processes or procedures in place for ensuring compliance with FNS requirements concerning maintenance of the Nonprofit School Food Service Account, including compliance with allowable costs and separation of records.	Develop a policy for ensuring compliance with FNS requirements concerning maintenance of the Nonprofit School Food Service Account (including allowable costs, separation of records, and revenue from nonprogram foods). Submit policy and proof of separation of account to NDA for review.	02/19/2024

## VII. Recommendations and Technical Assistance

### Recommendation:

#### Meal Pattern and Nutritional Quantities:

1. Provide an alternative milk choice (soy, ripple, etc.) for those students who have an allergy/accommodation form on file. Reference allowable alternative milks.
2. If purchasing from Sysco, utilize the K-12 catalog for school meals to ensure you have proper menu documentation (CN labels, whole grain rich items, etc.).

#### Professional Standards:

3. Require all teachers who assist with the NSLP and SBP to complete the iCN Meal Pattern training to ensure they can recognize all required components of a reimbursable meal.

### Technical Assistance:

Site/Question	Technical Assistance
District Level Q132	TA given on how to use the Single Student Look Up Tool and the requirement to pull the DC list at least twice a year. If students are directly certified using the tool, update their 'eligibility date' on the BID to the date they were searched for and determined to be a match.
Brilliant Child Christian Academy Q410a	Targeted TA visits completed with NDA in January 2024. Reviewed how to complete production records and all 12 required fields, meal pattern requirements for both the NSLP and SBP (including vegetable subgroups and milk variety) and reviewed and completed the USDA menu worksheets for menu compliance (with one week of revised menus for breakfast and lunch).
Brilliant Child Christian Academy Q811	Need to post the full size, 11 inch by 17 inch "And Justice for All" poster. NDA provided Brilliant Child Christian Academy with full size posters on 1/3/24.

## IX. 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.

## **X. Appendix:**

- A. Appeal Procedure (attached)
- B. Procurement Review (attached)
- C. [Eligibility Manual for School Meals](#)
- D. [USDA Verification Toolkit](#)
- E. [USDA Wellness Policy Toolkit](#)
- F. USDA Complaint Procedure (attached)
- G. [Professional Standards Guide](#)
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