



**Nevada
Department
of Agriculture**

**LYON COUNTY SCHOOL
DISTRICT**
Administrative Review Report

National School Lunch Program
Division of Food and Nutrition

LYON COUNTY SCHOOL DISTRICT

Administrative Review Report

Division of Food and Nutrition



Nevada
Department
of Agriculture

Table of Contents

- I. Executive Summary
- II. Introduction
- III. Scope
- IV. Methodology
- V. Noteworthy Initiatives
- VI. Critical Areas of Review
- VII. Findings and Required Corrective Actions
- VIII. Recommendations and Technical Assistance
- IX. Corrective Action Response
- X. Appendix
 - a. Appeal Procedure
 - b. Procurement Review
 - c. NDA approved Production Record Template

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 NSLP, SBP, ASSP administered by LYON COUNTY SCHOOL DISTRICT from 02/06/2024 to 02/08/2024.

An exit conference was held on 02/12/2024 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 LYON COUNTY SCHOOL DISTRICT staff for the time and assistance extended to our State Agency staff during this process.

II. Introduction

An entrance conference was conducted on 02/05/2024. The review was conducted at the LYON COUNTY SCHOOL DISTRICT in Fernley and Silver Springs Nevada. The Administrative Review was conducted by Allen Whitenack. LYON COUNTY SCHOOL DISTRICT staff included Akiko Miyagi and Denise Phillips. This report is based on the results of the offsite assessment, the onsite review of files, and meal service observations of the SFA's participating programs. An exit conference was held on 02/13/2024 which provided a summary of the work performed at LYON COUNTY SCHOOL DISTRICT 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, November 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 2022-2023.

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 LYON COUNTY SCHOOL DISTRICT'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

Site Name	Question	Achievements
Silver Stage Elementary School	Q501	The "What's a reimbursable meal?" posters in the cafeteria are a great resource to assist students in ensuring they are taking a reimbursable meal.
	Q1401	All kitchens and dining areas observed were clean and orderly. Staff on-site were quick to address any potential issues, ensuring proper food safety and sanitation protocols were being met.
	Q1500	Staff at all locations were actively updating production records during service. This is a fantastic way to ensure proper food temperatures and meal claiming procedures are being followed.

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 Name	Question	Finding	Corrective Action	Due Date
Silverland Middle School	Q321c	Meal Counting for In-School Suspension Students-During observation it was noted that in-school suspension students that were not allowed to co-mingle with other students had their meals brought to them by staff. Meal counts were then given to the cashier before the students received their meal. Meals cannot be counted as reimbursable until they have been received by the student and verified by appropriate food service staff. Reviewer was unable to tell if in-school suspension students were allowed their choice of fluid milk.	Create a written policy that covers meals served to children in alternative locations and submit to NDA for review. Meals served in alternative locations should only be counted when they are served to the child in the alternative location. In addition, either add to or create a separate count sheet to track meals served in alternate locations. This count sheet should have the following information: Date/Time Type of meals served. Name of child receiving the meal as it would appear on the normal count sheet. Signature of the official serving the meal. Type of meal served. Evidence that two types of fluid milk are available at alternative service locations. Schedule training for school staff regarding alternative service locations. Submit record of training to NDA for review.	03/30/2024

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 Name	Question	Finding	Corrective Action	Due Date
Silverland Middle School	Q500	Offer Versus Serve (OVS)- During observations it was noted that the cheeseburger and chicken sandwich were being plated with french fries. Fries were not readily available for students who chose the grab and go option. Per OVS requirements all menu items should be available to choose from individually.	Retrain staff on OVS, ensuring that all food components must be available on the service line(s). Submit proof of training to NDA for review.	03/30/2024

Comprehensive 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 Name	Question	Finding	Corrective Action	Due Date
	Q703	Maintenance of the Non-Profit Foodservice Account Equipment Purchases- Any equipment with a purchase price over \$5,000 requires State Agency Approval via Nevada's pre-approved equipment list or by submitting a Capital Expenditure Pre-Approval Request Form as specified in USDA numbered memo SP-39-2016. -The wire shelving (Metro Model 4-tier), stationary sneeze guards (BSI Model No. ZG9930) x 3, and stationary sneeze guard (BSI Model No. Z SNEEZGUARD) were all over the \$5000.00 pre-approval threshold for equipment purchases and not on the the pre-approved equipment list. While these items are a reasonable and allowable purchase, a Capital Expenditure Pre-Approval Request Form should have been completed, submitted to NDA, and approved before purchases were made.	Create a written business plan for equipment purchases from the non-profit food service account over the \$5,000 threshold. Submit to NDA for review.	03/30/2024

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 Name	Question	Finding	Corrective Action	Due Date
Silverland Middle School	Q1408	Backup Thermometers-During on-site observations there were no backup thermometers in any of the six two-way refrigerators and/or warmers behind the service counter. Staff were using the built-in thermometer to record temperatures. Technical assistance was provided on the importance of having backup thermometers even in digitally monitored refrigerators and warmers as thermostats can go out of calibration. * This was also noted on the 12/13/2023 Health Department Inspection.	Obtain internal thermometers for the six warmers/refrigerators behind the service counter. Submit picture as proof to NDA.	03/30/2024

VII. Recommendations and Technical Assistance

Recommendation:

Timely Submission of Documents-It is crucial to ensure that all future documents are submitted in a timely manner to avoid any delays in payment or grant approval processing. By submitting documents on time, the processing of payments and grant approvals can be expedited, ensuring that Lyon County School District programs receive the funds or approvals they need without any unnecessary delays. This proactive approach not only saves time but also helps in maintaining a smooth workflow and preventing any potential disruptions in the payment or approval process. Therefore, it is highly recommended to prioritize the timely submission of documents to ensure a smooth and efficient process.

Adult Meal Pricing-Adult lunches are currently priced at \$3.85, which is below the reimbursement rate for student lunches. Per FNS Instruction 782-5 breakfasts and lunches served to teachers, administrators, and other adults must be priced so that the adult payment in combination with any per-lunch revenues from other sources is sufficient to cover the overall cost of lunch including the value of USDA entitlement and bonus donated foods. NDA recommends reviewing adult meal pricing and adjusting accordingly.

Technical Assistance

Site Name	Question	Technical Assistance
Dayton High School	Q502	The breakfast menu was not written on the menu board each day. It was available on the monthly menu, but it was quite small and difficult for students to read due to its location. Technical assistance was provided to include the daily breakfast menu on the menu board along with the lunch menu.

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.

XI. Appendix

a. Appeal Procedure