

STEVE SISOLAK
Governor

STATE OF NEVADA

JENNIFER OTT
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DEPARTMENT OF AGRICULTURE

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November 2, 2022

Bruno Espey
CIVICA Nevada Career & Collegiate Academy
Principal
1501 E. Carey Ave
North Las Vegas, NV 89030

Dear Mr. Espey:

This is to advise your office of the results of the Nevada Department of Agriculture's (NDA) Administrative and Procurement Review of CIVICA Nevada Career & Collegiate Academy's National School Lunch Programs (NSLP) and School Breakfast programs (SBP). The purpose of the review was to evaluate your agency's operations and compliance with established policies, regulatory requirements, and quality standards.

For the functional areas covered during this review, the evaluation found your agency is fulfilling its responsibilities for the administration of the program and is in compliance with applicable regulations with the exception of the enclosed three (3) finding, none of which are repeat findings. The findings detailed in the report currently do not require fiscal action nor require a change in your performance-based \$0.08 reimbursement.

A finding is the identification of non-compliance with regulations, policy memoranda, USDA instructions, and other State regulations. Each finding is associated with a required corrective action. The term 'required corrective action' is the element of the report that conveys action(s) that must be taken by the School Food Authority to correct noncompliance with Federal requirements and policy.

A repeat finding is any finding that was also found during your previous Administrative Review. Please note all findings impact future Administrative Reviews. Repeat findings are more likely to be associated with fiscal action for its required corrective action. In addition, the \$0.08 performance reimbursement may be turned off until the program is brought into compliance with federal regulations.

This institution is an equal opportunity provider

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A recommendation is the identification of a weakness or an area of improvement in program operations that does not meet the level of a finding. Each recommendation for an area of weakness is associated with a best practice. A 'best practice' is an action that should be considered by the School Food Authority to correct a weakness in their programs. Operational guidance is provided when an area of improvement has been identified to encourage continued growth in your program.

Technical assistance refers to any non-systemic issue found that was completed either prior to or during the onsite visit with the guidance from NDA. Since this issue(s) was fixed prior to the completion of your exit conference, it will not be considered as a finding against your program.

Enclosed you find the full report that includes a detailed description of the above reference findings/corrective actions, recommendations/best practice, and technical assistance. Please submit a written response to the corrective actions required in our Administrative/ Procurement Review report within thirty (30) calendar days of your receipt of this letter. The response must address each required corrective action including implementation time frames and supporting documentation as needed. Findings will not be closed until NDA validates that all corrective actions address the findings and are implemented. Upon receipt and review of the information requested to address these findings, we will advise your office if additional actions are needed to resolve the issues identified.

CIVICA Nevada Career & Collegiate Academy may appeal the NDA's action by submitting a written appeal request within fifteen (15) calendar days after receipt of notice of the 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 ten (10) days after its receipt of the request.

Thank you for administering the National School Lunch and School Breakfast programs and providing nutritious meals to your students. If you have any questions, please contact Erica Jaramillo at (775) 636-3858 or ejaramillo@agri.nv.gov.

Sincerely,



Erica Jaramillo
School Nutrition Coordinator II
Nevada Department of Agriculture

cc: Flora Leon, Kitchen Manager, CIVICA Academy
Kendra Thornton, Programs Manager, Academica Nevada
Jennifer Lindemon, NSLP Specialist, Academica Nevada
Daniel Pimm, School Nutrition Specialist, Nevada Department of Agriculture
Brittany Mally, School Nutrition Supervisor, Nevada Department of Agriculture

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