



Futuro Academy
Administrative Review Report
May 26, 2022

National School Lunch Program
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 and SBP administered by Futuro Academy from May 10-13, 2022.

An exit conference was held on Friday, May 13, 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 Futuro Academy staff for the time and assistance extended to our State Agency staff during this process.

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II. Introduction

An entrance conference was conducted on Wednesday, May 10, 2022. The review was conducted at the Futuro Academy in Las Vegas, Nevada. The Administrative Review was conducted by Erica Jaramillo and Procurement Review was conducted Daniel Pimm. Futuro Academy staff included Ignacio Prado and Cindi Rivera. This report is based on the results of the offsite assessment, the onsite review of files, and meal service observations of the breakfast and lunch programs. An exit conference was held on Friday, May 13, 2022, which provided a summary of the work performed at Futuro Academy 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, March 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 Futuro 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 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

- Meal counting and claiming: Futuro has a very accurate system in place for obtaining meal counts. This included a basket system for error cards scanned at point of service and home/packed lunches walking through the lunch line. All counts matched during observation.

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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
- 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

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VII. Findings and Required Corrective Action

General Program Compliance			
<p>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).</p>			
	Finding	Corrective Action	Due Date
#1	<p>School Wellness Committee Meeting 2x/year Nevada’s School Wellness Policy states stakeholder/committee needs to meet at least twice a year. There were no committee meetings in 2021-2022 school year.</p>	<p>Create a business policy/process that details how Futuro will ensure meetings are held twice a year and how documentation of meeting attendance and topics discussed will be keep in records. Please submit a timeline/date when committee will meet next.</p>	<p>June 25, 2022</p>
<p>Procurement – SFAs must comply with the applicable regulations for procurement of goods and services, including using the specified methods in federal, state, and local laws and regulations; with all contracts, purchasing services involving the child nutrition program regulations for procurement must be in place. References include but are not limited to 7 CFR 210.19(a)(3); 2 CFR 200.318-326; 7 CFR 210.21; 2 CFR 200; 2 CFR 318(a-d); 2 CFR 200.320</p>			
	Finding	Corrective Action	Due Date
#2	<p>2 CFR 200.318(c)(1) Code of Conduct-disciplinary action The standards of conduct must provide for disciplinary actions to be applied for violations. Futuro’s Code of Conduct is missing disciplinary action for violations in policy.</p>	<p>Add disciplinary action process to Futuro’s Code of Conduct and submit copy to NDA for review.</p>	<p>June 25, 2022</p>

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VIII. Recommendations and Technical Assistance

Recommendations:

1. **Implement a total sheet for breakfast meal counts-** Futuro teachers collect meal counts on classroom rosters for breakfast. These numbers can be totaled on a one sheet instead of re-recording on a tally sheet, as this creates double work. Lunch does not have to be re-recorded on tally sheet either as these meal counts are collected /scanned in Infinite Campus and reports are available.
2. **Vegetable Juice as Vegetable component-** Futuro's vendor had vegetable juice as a sole vegetable component in one entrée option in the March 2022 menu. However, this entrée option was not actually delivered or served during the month of review, so no meals were out of compliance. Nevertheless, Futuro should contact vendor for future entrée options to ensure that vegetable juice is served with another vegetable at lunch, to make a reimbursable meal.

Technical Assistance:

1. Production Records: This item was submitted upon initial request. It was missing the following elements: 'Offer vs. Serve' indication and Age group being served. These items were added, and production records resubmitted. It is now in compliance.
2. Professional Standards Training Tracker: This item was submitted upon initial request. It was missing the required hours of training for each staff member. This item was added, and the tracker resubmitted. It is now in compliance.

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

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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 Detail-attached
- C. Nevada School Wellness Policy Guidelines
- D. Sample Written Code of Standard Conduct

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