

High Desert Montessori Charter School
Administrative Review Report

May 16th, 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 administered by High Desert Montessori School from March 29th – 31st, 2022.

An exit conference was held on Thursday, March 31 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 High Desert Montessori School 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 Tuesday, March 29, 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. High Desert Montessori School staff included Tammie Stockton, Executive Director, while Farm Fresh Catering staff included Ximena Acuna, manager. This report is based on the results 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, March 31, 2022 which provided a summary of the work performed at High Desert Montessori 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 High Desert Montessori 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: High Desert Montessori 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.

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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

- 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

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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.

	Finding	Corrective Action	Due Date
#1	<p>Menu Production Records (MPRs) Production and menu records must be maintained in accordance with FNS guidance. They must show how the meals offered contribute to the required food components and food quantities for each age grade group.</p> <p>Production records for the review month of January 2022 were not available for review.</p> <p>See attached workbook training for the essential components or Menu Production Records. <i>*Manual and sample MPR attached**</i></p>	<p>Complete NDA’s menu Production Workbook Training (Attached). Submit to NDA the dates, times, and signatures from all staff that completed the workbook.</p> <p>Add the required components to newly created or use the sample production worksheets in the workbook. Submit a week’s worth of production records for both meals using your updated template.</p>	June 15 th , 2022
#2	<p>Recipes For scratch cooking, standardized recipes need to be kept for all repeated frequency meal items. Besides serving sizes and prepared quantities, all recipes should contain nutrient value for each item used in the recipe. This will help with the production of the MPRs.</p> <p>HDM did not have any standardized recipes that they could show NDA during the time of review.</p>	<p>Create standardized recipes for every item served (both breakfast and lunch) for the cycle menu. Send these to NDA for review.</p>	June 15 th , 2022

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#3	<p>Nutrition Analysis All areas must be compliant for age/grade groups for total calories, saturated fat, and sodium requirements as set forth with HHFKA of 2010 for each age/grade group.</p> <p>HDM did complete and send in the USDA Menu Certification worksheets. However, since they do not have any recipes for their menu items or provided nutrition fact labels we are not sure how the nutrition analysis was completed correctly.</p>	<p>After creating standardized recipes for the menu items, please redo the nutrition analysis portion of the USDA menu certification worksheets and submit NDA for review.</p>	<p>June 15th, 2022</p>
<p>Resource Management – Monitoring of resource management is to apply a systematic approach to ensuring the overall financial health of an SFA’s nonprofit school food service account. This is accomplished by monitoring the Maintenance of the Nonprofit School Food Service Account (7 CFR 210.14), Paid Lunch Equity (7 CFR 210.14(e)), Revenue from Nonprogram Foods (7 CFR 210.14(f)), and Indirect Costs (2 CFR 200).</p>			
#4	<p>Nonprofit School Food Service Account The SFA must ensure that revenues and expenses under the nonprofit school food service account are in accordance with 7 CFR 210.14. The nonprofit school food service expenses must be allowable – used only for the operation and improvement of the school food service – and net cash resources may not exceed three months; average operating expenses. (7 CFR 210.14)</p> <p>Currently HDM does not have a separate account for the school food service funds. All expenditures are run through Farm Fresh Catering account. Once HDM receives their reimbursement, they give those funds over to the Farm Fresh Catering to make purchases for the school meal program. The NPSFA needs to reside with HDM and be monitored by them for allowable costs.</p>	<p>Create and Maintain a Nonprofit School Food Service Account. Create a business policy on how this account will be maintained and who will be in charge of it. Submit policy to NDA for review.</p>	<p>June 15th, 2022</p>

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General Areas – 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.

<p>#5</p>	<p>Food and Refrigeration Temperature Logs The SFA must monitor and record Food Temperatures. The SFA must also monitor and record Refrigerator and freezer temperatures. Food Temps must be recorded for all meals on a temperature log.</p> <p>Currently, HDM is not recording temperatures for food or refrigeration/freezer units. They are using time as the control to ensure the food is safe to serve. The USDA regulation is for time and temperature, not one or the other.</p> <p>A temperature log needs to be created for every Refrigerator, freezer and milk cooler. Each item should be monitored and recorded at least twice a day (morning and late afternoon). This tracker should be posted on every refrigerator, freezer, and milk cooler. Temperatures should be taken by an internal thermometer (not the items external gauge).</p>	<p>Provide NDA 2 weeks' worth of temperature logs for both food and refrigeration. FNS requires each school to maintain temperature logs for a period of six months (7 CFR 210.15(b)(5)).</p>	<p>June 15th, 2022</p>
<p>#6</p>	<p>Sanitation Logs 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.</p> <p>Currently HDM is not keeping a log of their daily sanitation. Add...</p>	<p>Provide NDA with 2 week's worth of test strip sanitation logs.</p>	<p>June 15th, 2022</p>
<p>#7</p>	<p>Reusable Dish Washing All reusable dishes used for NSLP or SBP must be washed in the kitchen sanitation dishwasher or the 3 compartment sink.</p> <p>Currently reusable silverware is being used in the classrooms for meals. It is being</p>	<p>Washing of dishes or utensils to be used for the school meal programs must be done in the kitchen. Write a business process on how this will be accomplished.</p>	<p>June 15th, 2022</p>

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	washed in the classroom by aides, and not being washed in the kitchen.		
<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 Part 200.318-326; 7CFR 210.21; 2CFR Part 200; 2CFR 318 (a-d); 2 CFR Part 200.320.</p>			
#8	<p>Procurement Plan Per USDA guidance, the procurement plan must outline the specific procedures per 2CFR Part 200 for program operators 2CFR 318 (a). Please see Procurement Review Report (attached) for more detailed information on what is required.</p> <p>With regards to a procurement plan, the reviewer was unable to examine the school food authority’s procurement plan & accompanying procedures. Additionally, the language in the contract/agreement between High Desert Montessori School and their contracted vended meal partner, Farm Fresh, does not contain any language addressing a procurement plan.</p>	<p>To make a procurement plan there are 2 options:</p> <ol style="list-style-type: none"> 1. Add an addendum to the contract between HDMS and Farm Fresh Catering specifically outlining a procurement policy. 2. Use the Procurement Plan template provided by NDA and submit for review. 	June 15 th , 2022
#9	<p>Code of Conduct Per 2CFR Part 200.3189(c)(1) the non-Federal entity must maintain written standard of conduct covering conflicts of interest and to govern the actions of its employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. The code of conduct must also provide for disciplinary action for violations by officers, employees, or agents (2CFR 200.318 (c)1.</p>	<p>Add an addendum to the contract between HDMS and Farm Fresh Catering to include a procurement code of conduct utilizing the language referenced in the Procurement Review report beginning with, “Per 2CFR Part 200.3189(c)(1).”</p>	June 15 th , 2022

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	With regards to a code of conduct for Child Nutrition program the reviewer was unable to examine the school food authority's code of conduct and the procurement code of conduct is not addressed in the contract/agreement between High Desert Montessori School and Farm Fresh Catering.		
#10	<p>Formal Vended Meal Contract Any entity providing meals through the NSLP/SBP, SMP, or ASSP wherein the SFA is reimbursed with federal funds, must have a contract between the two parties.</p> <p>The current contract between the two parties is a 2 page addendum only, being used as a contract.</p>	Create a formal vended meal contract between High Desert Montessori School and Farm Fresh Catering. A vended meal contract template is provided.	June 15 th , 2022

VIII. Technical Assistance

1. Free and reduced-price meal applications: Currently High Desert Montessori School is not and has not been collecting meal applications for the current school year 2021-2022, as they have been operating under the USDA Waiver #85 and serving all meals for free under SSO. Collection of meal applications was not a requirement this year due to waiver #85, however still collecting them is a best practice as the free or reduced-price eligibility can make student eligible for other benefits such as PEBT and reduced testing fees. A copy of the USDA meal application is attached. Please edit it to reflect High Desert Montessori's information. This meal application can be used right away for this school year, which is recommended, and then must be used the following school years. Complete the Determining Free and Reduced-Price Lunch Eligibility training March 2021 version from our NDA You Tube Channel <https://www.youtube.com/watch?v=fBybQ3mdSJ8>.
2. Direct Certification matching process: Currently High Desert Montessori School has not been conducting direct certification matches for the current school year 2021-2022, as they have been operating under the USDA Waiver #85 and serving all meals for free under SSO. Conducting direct certification matching was not a requirement this year due to waiver #85, however still conducting this process is a best practice as the free or reduced-price eligibility can make student eligible for other benefits such as PEBT and reduced testing fees. To get access to the direct certification list, access to Single Student Lookup Tool is needed, which is housed by the Nevada Department of Agriculture.
3. Approval and denial letters: Since High Desert Montessori School has not been certifying students for free or reduced price eligibility this year, they did not have household letter templates in place for any processes including: notice of filling out an application, approved or denied for free or reduced price meals, direct certification notification, and

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verification notification. Samples of what these letters should include is attached. Additionally, usually the point of sale or program being used to keep the benefit issuance document has these letter templates included.

4. Verification Process: Since High Desert Montessori School did not collect any meal applications, they did not conduct the verification process. The Eligibility Manual for School Meals is included in the appendices, as it explains this process in detail.
5. Benefit Issuance Document: As free or reduced-price eligibility was not being collected for students this year, there was no benefit issuance document in place. Again, please refer to the Eligibility Manual attached for more information on what this document needs to include and used for. One will need to be in place and used for next school year.
6. 100/80% Whole Grain Requirements: High Desert Montessori did not opt-in for waiver #90 to allow specific school meal pattern flexibilities for Sodium, 100% whole grain, Vegetable subgroup varieties, milk variety and low-fat flavored milk. Many grain component products (hamburger/hot dog buns, sliced bread, bagels, pizza crust, muffins, tortillas, and some pastas) purchased through Sysco are not whole grain which will make it difficult to meet this years 100% and next years 80% whole grain requirements on a daily, weekly, and monthly basis. High Desert Montessori School needs to assure all grain purchase from Sysco are whole grain. If not available as whole grain from Sysco, then find another product that meets the whole grain requirements. (refer to notes in the Procurement Review).

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.

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X. Appendix

- a. Appeal Procedure
- b. Procurement Review Detail
- c. Menu Production Records workbook training
- d. Procurement Plan template
- e. Vended Meal Contract template
- f. Eligibility Manual for School Meals
- g. USDA Prototype Meal Application

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