

**Pinecrest Academy of Northern Nevada**  
*Administrative Review Report*

February 24, 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 Pinecrest Academy of Northern Nevada from January 19-20, 2022.

An exit conference was held on Friday, January 28, 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 Pinecrest Academy of Northern Nevada staff for the time and assistance extended to our State Agency staff during this process.

## II. Introduction

An entrance conference was conducted on Wednesday, January 19, 2022. The review was conducted virtually through Microsoft Teams. The Administrative Review was conducted by Brittany Mally, Dan Pimm, and Tom Doughty. Pinecrest of Northern Nevada staff included Jami Curtis, Shauna Daniels, Jennifer Lindemon, and Kendra Thornton. This report is based on the results of the offsite assessment, the offsite review of files, and virtual meal service

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# Administrative Review Report

## Food and Nutrition Division

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observations of the breakfast and lunch programs. An exit conference was held on Friday, January 28, 2022, which provided a summary of the work performed at Pinecrest Academy of Northern Nevada 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, October 2021. 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 Pinecrest Academy of Northern Nevada'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

- Kitchen Organization: Thorough temperature logs and daily cleaning, the kitchen is well organized and clean.

### 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

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- General Areas
  - Civil Rights
  - Professional Standards
  - SFA On Site Monitoring
  - Local School Wellness Policy
  - Water Availability
  - Food Safety
  - Reporting and Recordkeeping
  
- Procurement
  - Procurement Plan
  - Code of Conduct
  - Procurement Documents and Records

**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.

	<b>Finding</b>	<b>Corrective Action</b>	<b>Due Date</b>
#1	<p><b>Nutrient Analysis</b> 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>Week 1 – only one day of school – met all nutritional criteria for sat. fat, calories, and sodium Week 2 – no school, Fall break Week 3 – met all nutritional criteria (see note below) Week 4 – Saturated Fat 9.538% meets criteria,</p> <ol style="list-style-type: none"> <li>1. Average calories 736.841 over for the week by 86.841 calories</li> <li>2. Average sodium 1289.701 over for the week by 59.701 mg.</li> </ol>	<p>If you receive repeat weekly menus please make the following changes:</p> <p>Week 4 – fajitas very high in sodium @ 3946.01 mg. Corn Dog highest calorie menu item. Replace these items and recalculate.</p> <p>Week 5 – Thursday calories were 1377.12 (Riblet), change this item and recalculate.</p>	<p><b>March 28, 2022</b></p>

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	Week 5 – only four days (Nevada Day Fri Oct 29 <sup>th</sup> ) Saturated Fat OK, Sodium OK, Calories too high average 879.67 (229.67 over)		

**VIII. 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.

**IX. Appendix**

- A. Appeal Procedure-attached
- B. Procurement Review Detail-attached

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