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January 5, 2018

Southeast Island School District
Mr. Lauren Burch
P.O. Box 19569
Thorne Bay, AK 99919

RE: Administrative Review, Corrective Action letter

Dear Mr. Burch:

On October 25 and 26, 2017, Child Nutrition Programs' monitors conducted an Administrative Review for the National School Lunch Program (NSLP) administered by Southeast Island School District as required by 7 CFR 210.18. This review consisted of an Off-Site Assessment, On-Site Assessment, Nutrient Analysis & Validation, Meal Compliance Assessment, and Procurement review. During this review there were three (3) issues identified that require corrective action. Corrective action items are as follows:

Section II (100-300): Meal Access and Reimbursement (*Critical Area-Performance Standard 1*):

7 CFR 245.5 & 245.6 Series 100: Certification and Benefit Issuance:

- *No findings*

7 CFR 245.6a Series 200: Verification:

- *No findings*

7 CFR 210.8 Series 300: Meal Counting and Claiming:

- *325 - The breakfast meal counts were not correctly used in the Claim for Reimbursement. (Repeat Finding)*

Section III (400-600): Meal Pattern and Nutrition Quality (*Critical Area-Performance Standard 2*):

7 CFR 210.10 Series 400: Meal Components and Quantities:

- 410 - During the month of review production records did not meet the minimum quantity offerings for the meal pattern requirements. (**Repeat Finding**)

7 CFR 210.10 **Series 500: Offer versus Serve:**

- No findings

7 CFR 210.10 **Series 600: Dietary Specifications:**

- No findings

Section IV (700): Resource Management (General Areas):

7 CFR 210.10 Series 700: Resource Management:

- No findings

Section V (800-1600): General Program Compliance (General Areas):

7 CFR 210.15, 210.18, & 210.23(b)

Series 800: Civil Rights:

- No findings

7 CFR 210.8 **Series 900: SFA On-Site Monitoring:**

- No findings

7 CFR 210.30 **Series 1000: Local School Wellness Policy and School Meal Environment:**

- No findings

7 CFR 210.31 **Series 1200: Professional Standards:**

- No findings

7 CFR 210.13 **Series 1400: Food Safety, Storage, and Buy American:**

- 1407 - Relevant temperature logs were not available for review at the Kasaan School or Thorne Bay School. (**Repeat Finding**)

7 CFR 210.15 **Series 1500: Reporting and Recordkeeping:**

- No findings.

Section VI (1700-2000): Other Federal Program Reviews (Critical and General Areas):

7 CFR 210.10 **Series 1700: Afterschool Snack:**

- Not applicable

SP 36-2016 **Series 1900: Fresh Fruit and Vegetable Program:**

- No findings

Procurement Section:

2 CFR 200.319(a) Procurement Review:

- *No findings*

Section VIII: Fiscal Action:

- *No Findings*

Section IX (2100): Special Provision Options:

7 CFR 245.9 Series 2100: Special Provision Options:

- *No findings*

Additionally, we have completed the review of the Procurement Table and Non-Profit Food Service account information that was submitted. We have determined proper procurement practices are being followed and there are no items that require corrective action.

Please review the attached Corrective Action Plan with this letter in regards to what is needed to correct these issues and the date by which it should be completed.

To help meet the annual training requirement for Professional Standards, nutrition staff can login to our ELearning module trainings at the following link: <http://education.alaska.gov/ELearning/>. If staff do not have a login for this training site they will need to request a “New Account” to be assigned a login. Each staff member should have his/her own login so as courses are completed each person is issued a certificate of completion, which must be kept on file to track training hours.

Technical Assistance was given on the day of the review in the following areas:

- *It was discussed that the food safety plan should be updated and revised to be used in each kitchen.*
- *It was advised that the food safety plan should be available in each school. The plan was placed in the Thorne Bay School kitchen prior to the end of the review.*
- *It was discussed that the most recent food safety inspection must be visible to children. The inspection was moved to allocation visible to children prior to the end of the review.*
- *It was discussed that a second party check of meal counts should be conducted to ensure their accuracy.*
- *It was discussed that at Thorne Bay School the production records do not support sufficient portions of grains, meats, and vegetables. However, there is documentation, such as food labels, to show that meal pattern requirements were met. For example, production records indicate that one of grain and one ounce of meat are served every day to children in grades K-8. However, the food labels indicate items credit as 2 ounce equivalents*

of meat/meat alternate and 2 ounce equivalents of grains. The cook does not update the portion size to accurately reflect the portions served to the children. In addition, a salad bar is offered every day. The items on the salad bar are not included on the production records.

- *It was discussed that staff should view the production record eLearning to gain a better understanding of the process.*

I would like to commend the nutrition staff for their preparation for the review. The Food Service Director was very organized and had the review documents orderly and prepared. In addition, the entire District Office staff was very helpful and pleasant. I would also like to make note that this review had only three review findings, far less than the 15 from last year's review. The Food Service Director is doing a great job and getting better each year! It was a pleasure to work with each of them. The District has also created an extensive tool for tracking Professional Standards. This tool is considered a Best Practice.

If you should have any questions concerning this review or if we can be of further assistance, please do not hesitate to contact us at (844) 558-3927.

Sincerely,



Robin Tennille
CNP Monitor

CC: Ginger Thomas, Food Service Coordinator
Nancy Shewfelt, Business Manager
Elizabeth Seitz, National School Lunch Program Coordinator

Enclosures: Corrective Action Plan