



SHERRI YBARRA
SUPERINTENDENT OF
PUBLIC INSTRUCTION

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January 8, 2016

Minidoka County
Attn: Michelle Deluna
310 10th Street
Rupert, ID 83350

Dear Ms. Deluna:

Congratulations! The Idaho State Department of Education, Child Nutrition Programs has selected your Team Nutrition School Wellness Mini Grant application as one of the grant awardees.

You have been awarded \$820 for your school wellness project for East Minico Middle School Nutrition Education Project. The funds are being sent to the District and should arrive by Friday, January 29, 2016.

Grant Expectations:

- Accounting: Make all accounts and records pertaining to operations under this grant available to USDA or the Idaho State Department of Education, Child Nutrition Programs for examination and audit at any reasonable time and place. Per USDA requirements, all records must be kept for three years plus the current year.
- Progress Reports: A progress report will be due by April 15, 2016 and the Final progress report will be due on or before August 1, 2016. The progress report form is short and simple to fill out. The report form is attached. Please take pictures throughout the project, so that we can share your progress with other schools in Idaho.

Reminders:

- As the Grant Facilitator, it will be your responsibility to track your grant budget and keep records of all grant purchases. Receipts do not need to be sent in with the progress reports; but should be available to review upon request.
- All grant funds must be spent by the end of the grant period (July 1, 2016); any unused funds will need to be returned to the Department of Education, Child Nutrition Programs. If at any time you do not feel like you can fulfill the requirements of the grant, please contact me immediately so that the funding can be transferred to another school.

- Any changes made to the grant plan or budget must be requested in writing prior to the change taking place. Expenditures that are not on the approved budget nor pre-approved will not be accepted. Since the grant budgets are an estimation of future costs, it is normal to have a few items that are not the exact price planned. **Any changes in the budget that are more than 10% of your grant (\$100) will need to be pre-approved in writing.**

Once again, congratulations, and I look forward to seeing the great projects you implement in your district to encourage healthy choices over the next school year. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Dianne Esplin RD, LD".

Dianne Esplin, RD, LD, SNS
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