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February 14, 2018

Bridget Phillips
Executive Director
Doral Academy
2568 Fire Mesa Street
Las Vegas, NV 89128

Dear Ms. Phillips:

The Nevada Department of Agriculture, Food and Nutrition Division conducted an Administrative Review of Doral Academy from November 29, 2017 through November 30, 2017. The Administrative Review team consisted of Edward Coleman, Quality Assurance Specialist. The purpose of the Administrative Review is to ensure compliance with federal regulations and to provide technical assistance for program improvement. Our team greatly enjoyed working with all food service staff members. Thank you for accommodating our staff during the review and for providing all the needed documentation in a timely fashion. Staff was very helpful in providing documentation and answering questions throughout the review process.

We conducted an exit conference on November 30, 2017 to discuss the major findings of the review. Becky Dehner, Assistant Principal, Rachel Law, Cafeteria Manager, Judy Myers, a consultant, and Kendra Thornton from Academica were in attendance. Administrative Reviews are required to be conducted on a three-year review cycle. Doral received an onsite review its National School Lunch Program (NSLP). The findings of the review are detailed below by the three main sections of the Administrative Review, Performance Standard I, Performance Standard II and Other Areas. The new procurement review is being coupled with the administrative review and the findings of the procurement review are also included in this letter.

Performance Standard I – Meal Access and Reimbursement

The National School Lunch Program (NSLP) and the School Breakfast Program (SBP) have counting and claiming systems that are federally mandated for all School Food Authorities (SFAs) that are participating in these programs. All free, reduced price, and paid meals claimed for reimbursement must be served only to children eligible for free, reduced- price, or paid meals. The certification and benefits issuance process is the SFA's certification of a student's eligibility for free or reduced-price meals and serves as the link to the SFA's meal counting and claiming system. Validation of this system during the Administrative Review ensures that eligible children receive meals to which they are entitled and that claims for reimbursement are valid.

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All applications, a total of 97, at this site were reviewed and below are the issues that were noted;

Technical Assistance was provided onsite for the following applications and no additional actions need to be taken on them;

- One application had an unclear income frequency or total
- One application was misclassified, the family is free and receives free benefits but their notification letter is for reduced benefits

The following application errors will require corrective action;

- One application was approved for reduced benefits but should have been free
- One application for a family that had a change in status needs a new application as the current application does not reflect their status and they should be free

Corrective Action Required: The children's benefit levels should be changed immediately within the system and the families notified of the new benefit level within 3 operating days. If the families were being charged for meals at the wrong benefit level, submit the total number of each meal type they were charged for to NDA along with the documentation of the amount the family was reimbursed for these meals. For the family that needs an updated application, please submit documentation indicating that the family has updated their application to reflect their current circumstances.

The denied and verified applications were also reviewed and there were no issues noted here.

Best Practice: Application Organization: It is considered a best practice to separate and organize the denied and verified applications from the general application pool.

There were five children who were not listed on the roster at this location. These children were added to the roster as technical assistance provided onsite. No further action is required.

The claim for the month of review was reviewed and there were no errors noted here.

The counting and claiming system was reviewed during the onsite meal service and while the counting and claiming system was fine, there were issues related to the overt identification of students. The individual running the POS was situated at a table at the end of the line with a laptop computer. There was no divider that would keep children from coming up behind the person running the POS or if they were seated near the front of the cafeteria, from seeing other students' information as they were being counted in the line. Each student who came through the line and entered their number in the POS system, had their identifying information, face picture, and name, and their account balance appear on the screen.

Corrective Action Required: The POS system should not be placed in such a way that students can see each other's benefit status. Submit a plan for correcting this issue to NDA for review.

Meals are served to children in alternative locations and are counted before they are served to the child. Children are served in the front office space, when they are served their meals in an alternate location.

Corrective Action Required: Create a business process that covers meals served to children in alternative locations. Meals served in alternative locations should only be counted when they are served to the child in the alternative location at the point of service. In addition, either add to or create a separate count sheet to track meals served in alternate locations. This count sheet should have the following information;

- Date/Time Type of meals served
- Name of child receiving the meal as it would appear on the normal count sheet
- Signature of the official serving the meal.
- Type of meal served

Submit the count sheet for meals served in alternative locations to NDA for review.

The letters that are sent home, approval/denial letter, notice of adverse action, the public release, and the information letter to households were reviewed and there were no errors noted.

Performance Standard II- Meal Pattern and Nutritional Quality

The National School Lunch meal pattern is the foundation of federal school nutrition programs, and sponsors of the program must ensure that they are offering reimbursable meals for breakfast and lunch according to regulations (7 CFR 210.10 and 220.80). Schools operating NSLP and/or the SBP must prepare, offer, and serve meals to students that meet the meal pattern requirements for the appropriate age/grade groups on all reimbursable meal service lines.

The meal pattern standards have specific requirements for minimum amounts of fruit, vegetables, meat/meat alternates, and grains that must be offered daily and weekly. In addition, there are standards for vegetable sub-groups which must be offered each week. The meal pattern also requires that all creditable grain items be whole grain rich. The meal pattern limits calories (minimum and maximum levels), restricts sodium levels, limits saturated fat, and eliminates trans fats. Doral Academy does have an approved meal vendor, Three Square, who vends their meals.

A review of the meal service indicated that the children were not offered a choice of milk options.

Corrective Action Required: Children should have a choice of milk options during each meal service. They should be able to choose between 1% unflavored milk and a 0% flavored or unflavored option. Create a business process that details the need for milk choice. This process should include the following;

- At each meal service for the NSLP program, the students should have two milk choices. Either a 1% unflavored choice and either a 0% flavored or unflavored choice should be offered.
- All food service staff should sign off on this process indicating that they know and understand it.

Submit the signed business process to NDA for review.

General Program Compliance

Civil Rights Log

While onsite, the civil rights logs were not available. This was corrected onsite as part of technical assistance and no further action is needed now.

Local School Wellness Policy

During the onsite review, the following violation was observed. A student was sitting and eating when a Doral Employee came up to the child and was observed taking the child's meal before the student was finished eating. The Doral staff member was observed saying, "You can finish your meal when you leave the cafeteria." Following up with the Administrators of Doral Academy, it was noted that this child was supposed

to have not come into the cafeteria and instead was supposed to have his meal in an alternate location due to some behavior issues. Doral Administrative Staff were informed that as noted in their wellness policy, food will not be used as a reward and that they were also denying this child the right to eat his meal unless he complied with their staff members request.

Corrective Action Required: Submit a plan indicating how Doral Academy will comply with their own Wellness Policy guidelines. The plan should have the following;

- Directive to staff indicating that food will neither be used as a reward or punishment nor to gain compliance from students.
- A log or sign in sheet indicating that all staff that interact with program participants are aware of this requirement in your policy and agree to follow it.
- Indicate an individual, by name/title who will be responsible for ensuring that this plan is implemented and that the Doral Academy Wellness policy around using food for punishment/reward is being adhered to.

Submit the plan and sign in documentation to NDA for review.

Food Safety

Food safety was assessed at Doral Academy. The following issues were noted;

The following food safety issues was corrected onsite as part of technical assistance;

- The site had not received two health inspections.

An email was provided showing that they had scheduled two health inspections. This was allowed to stand in for their second health inspection. No further action required.

- There is not a temperature log or internal thermometer for the freezer in the kitchen at Doral Academy
- The HAACP manual onsite is in a binder with other items and not easy to find

Corrective Action Required: Install a thermometer for the freezer in the kitchen of Doral Academy. Provide 2 weeks work of temperature logs for this freezer to NDA for review. Regarding your HAACP manual, please institute some way of separating the HAACP manual from all the other documents that are in the binder with it. This can be done by putting the HAACP manual in its own binder or using tabs that would separate the sections within a single binder. Submit a photo of how you have accomplished separating you HAACP manual from all the other documents in the folder with it.

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Procurement Review

The procurement of goods and services is a significant responsibility of a school food authority (SFA). Obtaining the most economical purchase should be considered in all purchases when using the nonprofit food service account. The Nevada Department of Agriculture (NDA) is required to ensure that SFAs 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 that 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. With all contracts purchasing services involving the child nutrition program regulations for procurement must be in place (7CFR 210.21):

- Properly procure goods and services
- Award contracts only to responsible contractors
- Not restrict competition
- Follow procurement standards in program regulations (7 CFR 210.21 & 2 CFR 200.318-.326)
- Prohibit conflicts of interest
- Use required procurement methods
- Take affirmative steps to use small, minority, women's business and labor surplus enterprises, when possible
- Oversee contractors to ensure all contract provisions are fulfilled for the duration of the contract
- Buy American Provision

With regards to a procurement plan for the Child Nutrition program at Doral Academy the reviewer examined the sponsor's procurement plan and current procedures. Per USDA guidance, the procurement plan must outline the specific procedures per 2CFR Part 200 for program operators 2CFR 318 (a). Specifically, the plan must follow types of procurement available: micro purchase, small purchase, and formal procurement methods. The plan must prohibit the acquisition of unnecessary or duplicative items per 2CFR 218(d). The plan must ensure that all solicitations incorporate a clear and accurate description for the material, product or service to be procured. It must not be overly restrictive as to limit competition; it must also take steps to assure that small minority and women's business are used when possible.

Please submit the invoices for the vendor Three Square for September 2017, the month of review to NDA by March 16, 2018 so that they may be reviewed. If there is action that will need to be taken based off this review, this information will be submitted to Doral Academy as an addendum to this corrective action letter.

Summary

None of the above-mentioned items currently require fiscal action nor require a change in your performance based \$0.06 reimbursement. However, please note that if repeat violations are found on subsequent reviews in any program area fiscal penalties may be assessed and the additional \$0.06 reimbursement may be turned off until the program is brought into compliance with federal regulations. **All corrective actions must be completed and submitted by March 16, 2018.** If 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 complete if not submitted by the required due date. Please see the attached document, NSLP-SBP-SMP Appeals sponsor handout for direction on how to appeal the denial of all

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or a part of the claim for reimbursement or withholding funds. If you have any questions about the required corrective action, please contact Edward Coleman at (775) 353-3666 as soon as possible.

Best regards,

A handwritten signature in blue ink, appearing to be 'E. Coleman', with a long horizontal flourish extending to the right.

Edward Coleman
Quality Assurance Specialist
Phone: 775-353-3666 Email: ecoleman@agri.nv.gov