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December 4, 2017

Jake Chapin
Principal
Pyramid Lake Jr./Sr. High School
711 State Street
Nixon, NV 89424

Dear Mr. Chapin:

The Nevada Department of Agriculture, Food and Nutrition Division conducted an Administrative Review of the Pyramid Lake Jr./Sr. High School from October 2, 2017 through October 3, 2017. The Administrative Review team consisted of Edward Coleman, Quality Assurance Specialist, Rose Wolterbeek, School Nutrition Services Specialist, Bobbie Davidson, Program Officer, and Stephanie Disuanco, Program Officer. 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 October 2, 2017 to discuss the major findings of the review. Jake Chapin, Principal, Tara Crutcher, Administrative Assistant, Tina Moore, Food Service Director, and Rick, a Consultant the Pyramid Lake Jr./Sr. High were in attendance. Administrative Reviews are required to be conducted on a three-year review cycle. Pyramid Lake Jr./Sr. High received an onsite review its National School Lunch Program (NSLP) and School Breakfast Program (SBP). 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

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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.

The benefits issuance document/roster that is being used by Pyramid Lake Jr./Sr. High is noncompliant with regulations regarding this document. The children were grouped on the document by their benefit status.

Corrective Action Required: Please update your benefit issuance document/roster to meet program requirements. Students may not be grouped by their benefit status. Submit a copy of your updated benefits issuance document/roster to NDA for review.

The applications for free and reduced-price meals for Pyramid Lake were reviewed. The following errors were noted;

- 25 of 62 applications for free and reduced priced meals were not approved within 10 days of being received by the SFA
- One applications did not have a date stamp
- One application was not signed by the determining official
- Three assistance program applications did not have the correct case number on them.
- One applications with three students did not have the correct income/income frequency listed on it.

Corrective Action Required: Applications must be processed and the families notified within 10 days of being received by the SFA, assistance program applications errors, income/income frequency errors are repeat findings from the last Administrative Review. Submit a business process that will direct staff as to the proper time to approve applications and notify households of their benefit status. Additionally, this process should include direction to staff indicating who should sign the application, the determining official and confirming official, and that all applications must have a date stamp for when they arrived at the school. It was noted that income was being annualized on some applications even though the annualized income was not being used in the determination process except where it was needed. Technical assistance was provided onsite to the site staff who process applications. They were directed to only annualize income on applications when there were at least two different income streams with two different income frequencies.

For the applications that did not have the correct case number on them, contact these families and get the correct case number for these applications. Keep a log of the contact with the family and note who, when and the outcome of the contact.

For the applications with the wrong income/income frequency information listed, contact the family and get the correct income information. Keep a log of the contact with the family and note who, when and the outcome of the contact.

Please submit the business process for processing applications, along with the contact logs for the families with applications that had missing or incorrect information to NDA for review. In the business process, indicate who by name and title will be responsible going forward with ensuring that the business process for processing applications will be followed.

Three of the applications that were reviewed for Verification did not have accurate household sizes indicated.

- One application listed four individuals but only three were listed on the application

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- One application lists the household size as two but four individuals were listed on the application
- One application lists 4 individuals but the household size indicates thirteen

Technical assistance was provided to the staff onsite regarding determining accurate household sizes.

Applications Best Practice

It was noted that 8 of the reviewed applications were not the most current version of the Free and reduced applications for families. Per Pyramid Lake Jr./Sr. High staff, there are other sources in the community that still have the old applications and they are working with these sources to end the use of the old applications. Please do not resupply sources with the old applications and whenever possible, try to get an updated application from the families that may turn in an old application.

The notification letters, approval/denial letter, notice of verification selection and the notice of adverse action, were reviewed as part of this onsite review. None of the letters reviewed had the most current version of the USDA nondiscrimination statement. The notice of verification selection still had template information that had either not been replaced with site specific information or removed from the document entirely. Finally, the nondiscrimination statements that were in use were of a much smaller font than the rest of the text in the documents they were part of.

Corrective Action Required: Please update your notification letters with the correct USDA nondiscrimination statement. The most current version of the USDA nondiscrimination statement may be found at the following web address; <https://www.fns.usda.gov/fns-nondiscrimination-statement>. Additionally, make sure the nondiscrimination statement is the same size as the rest of the text in the document and remove the template information or update the notification of selection for verification with site specific information. Submit the updated documents to NDA for review.

While observing the meal counts for breakfast, the following errors were noted;

- Eight of the Junior High students that were served breakfast did not have a fruit/vegetable component

Corrective Action Required: All staff who count meals must know what comprises a reimbursable meal under offer versus serve at the various meal services. This is a repeat finding from the previous Administrative Review. Create a business process that outlines to staff what a reimbursable meal is for students under offer vs. serve.

For breakfast;

- The student must be offered at least four food items.
- The student must choose at least 3 food items
- One of the chosen food items must be half a cup of fruit/vegetable equivalent

For lunch;

- The student must be offered 5 components
- The student must choose at least 3 components
- One of the chosen components must be half a cup of fruit/vegetable equivalent

Have all staff that count reimbursable meals, sign off noting that they have read and understand this business process. Additionally, indicate who by name or title will ensure the business process is followed going forward. Submit a copy of the signed business process to NDA for review.

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.

The lunch and breakfast meal services were observed. Pyramid Lake Jr./Sr. Highschool are offer vs. serve, but this was not observed onsite. The following was observed onsite during the meal services:

- The students only had a choice between the fruit item that was being served or the vegetable item
- At least one student attempted to refuse the broccoli that was served at lunch and the kitchen worker told the child, "You get what you get."
- When asked what the student would have to take to have a reimbursable meal, the kitchen manager listed the main entrée, a beef soup, half a cup of fruit or vegetables, and one other item that was offered. When asked if the students could choose not to have the soup what would they have to take to have a reimbursable meal, the kitchen manager could not answer.

Corrective Action Required: Create a business process that outlines to staff what a reimbursable meal is for students under offer vs. serve.

For breakfast;

- The student must be offered at least four food items.
- The student must choose at least 3 food items
- One of the chosen food items must be half a cup of fruit/vegetable equivalent

For lunch;

- The student must be offered 5 components
- The student must choose at least 3 components
- One of the chosen components must be half a cup of fruit/vegetable equivalent

Have all staff that serve meals to students and count reimbursable meals, sign off noting that they have read this business process. Submit a copy of the signed business process to NDA for review.

The menu boards, which would indicate what was being served and what the children could take to have a reimbursable meal, were not in use during breakfast or lunch.

Corrective Action Required: The menu boards, detailing what is being offered for the day, must be filled out and displayed in a place that is visible to the children. Submit two weeks' worth of photos of completed breakfast and lunch menu boards along with the corresponding menus to NDA for review. This is also a repeat finding from the last Administrative Review. Please create a business process governing using the menu boards to display the daily offerings. Have kitchen staff sign off that they have read and understand this process and submit it along with the photos.

Nutrient Analysis

A nutrient analysis was not provided by the Pyramid Lake Jr/Sr High School District for any of the prescribed menus. If a nutrient analysis is not available, the sponsor will need to complete the USDA worksheets including the Simplified Nutrient analysis tab to determine if the district is meeting the dietary specification requirements for calories, saturated fat, sodium and trans fat as specified in 7 CFR 210.10 and 7 CFR 220.8. 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. Technical assistance was provided on October 3rd, 2017 to complete this requirement; an email link was sent to the food service office manager and lead cook with a direct link to the USDA worksheets.

Menu Certification Worksheets: Pyramid Lake Jr/Sr High must ensure that they are meeting meal pattern requirements for each age/grade groups within all reimbursable meal service lines per 7 CFR 210.10 and 220.8. 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. Menu Certification worksheet link to USDA <https://www.fns.usda.gov/school-meals/certification-compliance>

Four Day worksheets <https://www.fns.usda.gov/school-meals/certification-compliance-worksheets-4-day-schedule>

If additional guidance is needed, feel free to contact the Nevada Department of Agriculture.

Corrective Action Required: Please provide revised menu certification worksheets (four weeks to match the month of September), for the breakfast and lunch menus Pyramid Lake Jr/Sr High. Please make sure to complete the simplified tab for the nutrient analysis, or submit a weekly nutrient analysis report by week for each menu type for both age/grade groups in lieu of this requirement.

Whole Grain Rich

The National School Lunch meal pattern standards have specific requirements that all creditable products must be whole grain rich (WGR) effective July 1, 2014. The following product did not meet the whole grain rich criteria as seen onsite on the breakfast serving line during the on-site review:

- Frosted Flake Kelloggs cereal bowl pack #12505/077337
- Corn Pop Kelloggs cereal bowl pack #12328/07337
- Fruit Loop Kelloggs cereal bowl pack #12502/07337
- Apple Jack Kelloggs cereal bowl pack #13575/07337
- Bagel BBRLCLS Plain IW #51601/3277476
- Rich's Breadstick French Parbaked #87783/2244543
- Waffle BKRSCLS 4# Heat & Serve #05610/1783901

- English Muffin BKRSCLS #342604/3257955
- Biscuits/Roll (Yeast roll recipe #B-16)
- Spaghetti-La Bella 20lb #081717/4862900
- Egg Noodle-Arrezio #600540/5588041
- Hoagie Rolls BBRLCLS 7# sliced #60423/6517791
- Standard Pasta, Vegetable Pasta, Noodle Variety Pack #600536/5587936
- Pasta Sheet Wavy Hmsty Lasagna Arezzio #73731/3503984
- Texas Toast Egg Thick #6247801/11203266

On October 3rd 2017, the food services office manager and lead cook were sent the following resources via email to assist with identifying which products meet the whole grain rich: USDA Whole Grain Resource for the National School Lunch and School Breakfast programs and a Whole Grain Rich chart as training and technical assistance. The cook did modify the Baking Soda Breakfast biscuit recipe #B-04 (for the 10/3/17 breakfast meal) with whole grain-rich flour to meet the whole grain rich criteria. Even though the recipes were from USDA, the sponsor must modify them or replace them to meet the whole grain rich criteria. If additional technical assistance is needed, please contact the Nevada Department of Agriculture.

Corrective Action Required: Please describe how the Pyramid Lake Jr/Sr High School will meet the whole grain rich criteria. Please submit labels for the product that meet the whole grain rich criteria on the above-mentioned product if they are to be offered as a creditable grain (ounce equivalency) on the approved breakfast and lunch menus. In addition, it was suggested that the Pyramid Lake Jr/Sr High school return the three unopened products of the Kelloggs Assorted Cereal Bowl Packs (#8186652) that were just purchased (9/28/27) for a full credit from their vendor.

Production Records

Per 7 CFR 210.10 schools must follow a food based menu planning approach and produce enough food to offer each child the quantities specified in the meal pattern and must also keep production and menu records for the meals they produce/serve. Production and menu records must be maintained in accordance with Food and Nutrition Service (FNS) guidance. The menu production records must be filled out completely and daily for all NSLP programs. Upon review of the menu production records September 5, 2017 through September 28, 2017 for the breakfast and lunch meals and October 2nd and 3rd, 2017, for example, the following information is missing:

- Offer versus Serve: Yes or No
- Age/grade group
- Details on the form of the product. For example, please list the form of the fruit (fresh, frozen, canned, or juice)
- Amount needed. For example, please list the bulk amount needed to produce all of the estimated servings

The menu production records had numbers filled in except for a few days when the bulk quantity was listed, such as 3 #10 cans of pears on 9/5/17 breakfast menu production record. The regulatory requirement is to show how much food was used to produce the meals in terms of amount pulled, and not filled in by numbers. This detail is expected to be listed for each bulk amount of food used for each of the menu items. It is allowable to list "each" or "serving" when appropriate such as the milk half pints and/or individual portion pack items such as mustard, ketchup, taco sauce, and/or ranch packets.

Additional technical assistance on Menu Production Records may be found on our NDA website:

<https://www.youtube.com/watch?v=h2H3m7X3Ww0>

You may find examples of completed menu production records at NDA’s website;

http://nutrition.nv.gov/layouts/Page_Style_1.aspx?id=8674 .

Corrective Action Required: Please provide one weeks’ worth of completed menu production records for breakfast and lunch.

Comprehensive Resource Management

The intent and scope of monitoring in this section is to apply a systemic approach to ensuring the overall financial health of an SFA’s nonprofit school food services account.

Maintenance of the Nonprofit School Food Services Account

This section of the Comprehensive Resource Management review focuses on ensuring the SFA is maintaining and using its nonprofit school food services account according to regulatory requirements, which include observing the limitation on the use of the nonprofit school food services account revenue as set forth in 7 CFR 210.14 and ensuring that enumerated costs are necessary, reasonable, and allocable as set forth in 2 CFR 225.

A review of revenue and expenses for the last completed school year, 2016/2017 school year, was conducted. A review of receipts from this time frame show several food items that were ordered and served as part of the food service that are not complaint with program regulations regarding items that may be purchased with funds from this program.

Item #		Description	Cost	Invoice #
1783901	BKRSCLS	Waffle Square HT & SRV	\$26.53	131085442
2244523	RICHS	Breadstick French Parbaked	\$41.06	131085442
3277476	BBRCLS	Bagel Plain 3oz SLI IND WRP	\$43.19	131085442
4862900	LABELLA	Pasta Spaghetti 20 IN	\$30.56	131085442
5587936	AREZZO	Pasta Macaroni Elbow	\$28.25	131085442
3277476	BBRCLS	Bagel Plain 3oz SLI IND WRP	\$43.19	131080152
2244523	RICHS	Breadstick French Parbaked	\$41.06	131080152
1783901	BKRSCLS	Waffle Square HT & SRV	\$26.53	131080152
4862900	LABELLA	Pasta Spaghetti 20 IN	\$30.56	131080152
5587936	AREZZO	Pasta Macaroni Elbow	\$28.25	131080152
6427801		SYS CLS Bread Texas Toast Egg Thick	\$36.94	131203266
2244523	RICHS	Breadstick French Parbaked	\$43.50	131203266
3257955	BKRSCLS	Muffin English Plain	\$24.50	131203266
3503984	AREZZIO	Pasta Sheet Wavy HMSTY lasagna	\$26.00	131203266
6517791	BBRCLS	Roll Hoagie STADM	\$31.90	131203266

3412410		WHLFCLS Ice Cream Van Cup	\$18.75	131211850
2223453	SMUCHER	Sandwich Peanut BTR Grape	\$56.35	131211850
1783901	BKRSCLS	Waffle Square HT & SRV	\$28.96	131220539
3277476	BBRCLS	Bagel Plain 3oz SLI IND WRP	\$45.41	131220539
6517791	BBRCLS	Roll Hoagie STADM	\$31.90	131229237
3257955	BKRSCLS	Muffin English Plain	\$24.50	609010452
2223453	SMUCHER	Sandwich Peanut BTR Grape	\$53.04	609010452
3277476	BBRCLS	Bagel Plain 3oz SLI IND WRP	\$43.19	609150460
2244523	RICHS	Breadstick French Parbaked	\$46.29	609150460
4862900	LABELLA	Pasta Spaghetti 20 IN	\$30.56	609150460
2244523	RICHS	Breadstick French Parbaked	\$40.33	609220497
3257955	BKRSCLS	Muffin English Plain	\$24.50	609220497
3503984	AREZZIO	Pasta Sheet Wavy HMSTY lasagna	\$26.00	609220497
6517791	BBRCLS	Roll Hoagie STADM	\$31.30	609220497

Corrective Action Required: The total for these items is \$1003.10. This amount will be refunded to the nonprofit school food services account. Please see the Notice of Fiscal Action for further direction on how these costs will be recouped. Additionally, a business process needs to be created that governs the use of the funds in the nonprofit school food services account. This business process should outline a system of checks and balances that will be used to review all food purchases before they are approved for payment. At each step of the process, the individual responsible, by name and title should be included in the process. Submit a copy of this business process to NDA for review.

It was noted while reviewing the SYSCO receipts, 5 of the 12 receipts were not signed by a school official at the time of receipt and before being processed for payment.

Corrective Action Required: Create a business process that governs receiving food items and invoices from vendors. This process should include;

- who by name and title is authorized to sign for these items,
- and include a system for checking to ensure that the items being delivered are all there,
- if temperature controls were required the items arrived at the appropriate temperatures,
- the items are fresh and free of pests and other potential health risks

Submit a copy of this business process to NDA for review.

Paid Lunch Equity

This section is reviewed to evaluate the prices that are charged for paid lunches in relation to the Federal paid and free reimbursement rates. In addition to this, funding sources for subsidizing meal prices for students is also evaluated to ensure that the funds used in this manner are not funds with a Federal source.

A review of the revenue and expenses statement for the school year 16/17 shows \$75,166.74 dollars added to the account and listed as "other income". Pyramid Lake Jr./Sr. Highschool subsidizes the prices for all its children school meals at breakfast and lunch. This is allowable however; federal funds may not be used to subsidize the meal prices of the National School Lunch Program (NSLP) nor the Scholl Breakfast Program (SBP). Per Tara Crutcher, these funds are Indian School Equalization Program funds (ISEP). These are federal funds and may not be used to subsidize the costs of Food and Nutrition Service Programs (FNS) including the School Breakfast Program, (SBP) and the National School Lunch Program (NSLP).

Corrective Action Required: Please submit documentation that would indicate the source or sources of the \$75,166.74 that was listed as other income for the nonprofit school food services account. If this total fund is not composed of ISEP funds, submit a breakdown by source and amount of all funds that comprise this total. Additionally, create a business process that will outline how the food costs will be subsidized going forward or if they are not going to be subsidized, indicate the date you will begin charging students for school meals and what the prices will be for breakfast and lunch.

Revenue from Nonprogram Foods

This section is reviewed to ensure that the SFA took steps to ensure the revenues from the sale of nonprogram foods generates at least the same proportion of revenues as expenses as noted in 7 CFR 210.14(f).

Nonprogram foods are those foods and beverages sold in participating schools other than reimbursable meals and meal supplements that are purchased using funds from the nonprofit school food services account.

Nonprogram foods includes meals served to adults and a la carte items, as well as, items purchased with nonprofit school food service account funds for vending machines, fundraisers, school stores and catered and vended meals.

Pyramid Lake Jr./Sr. Highschool does serve adult meals to its staff that work during the shifts and these staff members are charged for these meals. A count of these meals is kept but there was no indication of revenue from selling adult meals listed in the revenue and expenses documents submitted for the fiscal year that was reviewed. Non- program participants, such as adults, must pay for meals that are made with food and labor that is supported by money from the nonprofit school food services account.

Corrective Action Required: Please calculate your average food cost for adult meals. Create a procedure or business process that oversees reimbursement for adult meals served at breakfast and at lunch. This policy should at least annually, have the total cost of all adult meals calculated this total should be compared to the total amount of additional non- Federal funding that is used to support the food program. If the annual total cost for adult meals is less than the total additional non- Federal funding for this program, then the totals should each be noted and kept for that fiscal year. Submit a copy of your procedure or process to NDA for review. The base cost for an adult lunch and breakfast is listed below. You may add additional taxes to this base total as you see fit. Please note these costs change year to year and will have to be updated accordingly.

- Adult Breakfast base cost: \$2.29
- Adult Lunch Base cost: \$3.49

General Program Compliance

Civil Rights

There was not a civil rights log onsite. As part of technical assistance provided onsite, a log was created for the current school year. Staff at this site were further directed to create a log for each subsequent year even if they did not receive civil rights complaints in the food and nutrition programs that were offered at their site. This is a repeat finding from the last Administrative Review. Please include a signed statement indicating who by name and title will be responsible for ensuring there is a civil rights compliant log for each year going forward.

Local School Wellness Policy

The local school wellness policy has not been updated for this site. The following areas were observed as being out of compliance with regulations governing the local school wellness policy;

- There was not an advisory committee
- The local school wellness policy had not been updated in three years

The following technical assistance was provided onsite for the local school wellness policy;

- Goals needed to be added to their wellness policy
- Their sodium targets for items in the wellness policy were brought into compliance with current sodium levels

Corrective Action Required: Submit a schedule of tentative meetings and meeting topics for the local school wellness advisory committee. At least one topic should be about updating/assessing the effectiveness of the school wellness policy at Pyramid Lake Jr./Sr. Highschool. Also, as noted in your wellness policy, Pyramid Lake Jr./Sr. Highschool will “collect data and evaluate outcomes from policy implementation.” Please submit your implementation report. You may submit the report at the following address; <http://wellness.nv.gov/>.

Professional Standards

Pyramid Lake Jr./Sr. High School is not compliant with training hours for program staff that interact with program participants. They do not have a tracking tool in use and on the certificates, that were sent in, there was not an indication of the hours of training provided nor the professional standards code the training applies to.

Corrective Action Required: Please create an annual training tracking log or download and use the USDA training tracker tool. The USDA tool may be found here; <https://www.fns.usda.gov/school-meals/professional-standards>. If you choose to make your own tool, it should include the following;

- Workers name
- Key areas
- Training topics and learning objectives and codes

Additionally, all staff that interact with program participants must receive certain amounts of training as noted below on an annual basis;

- Directors: 12 hours
- Managers: 10 hours
- Full time staff (20 or more hours per week): 6 hours
- Part time staff (less than 20 hours a week): 4 hours

- Non-Program staff with food service duties: Documentation of training received to help understand duties related to the nonprofit school food program. For example, if you are counting meals, you should have documentation showing that you know how to recognize a reimbursable meal based on your meal service type such as offer vs serve or straight serve.

Trainings may be found on the NDA website and at the following site, <https://professionalstandards.fns.usda.gov/>.

Food Safety/Buy American

The most current health inspection was not publicly posted. As required, the most current health inspection must be posted publicly. Additionally, all sites are required to have two health inspections per year. The health inspection that was posted at this site was from October 18, 2016. As technical assistance offered onsite, Pyramid Lake did provide documentation of arranging a current health inspection of their site and this documentation was provided.

Corrective Action Required: Create a business process that outlines the regulations regarding health inspections. The business process should include the following;

- Two health inspections must be made for each site within the Local Education Authority (LEA) per year
- The most current health inspection must be displayed in a public location that is accessible to program participants

Submit this business process to NDA for review.

Summary

None of the above-mentioned items currently 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 the additional \$0.06 reimbursement may be turned off until the program is brought into compliance with federal regulations. Please see the additional document, the Notice of Fiscal Action, which outlines fiscal action that will be taken. **All corrective actions must be completed and submitted by January 4, 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 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,



Edward Coleman

Quality Assurance Specialist

Phone: 775-353-3666 Email: ecoleman@agri.nv.gov