



Nevada Prep Charter School
Administrative Review Report

June 12, 2019

National School Lunch Program
Food and Nutrition Division

Administrative Review Report
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 Nevada Prep Charter School on May 14, 2019.

An exit conference was held on Tuesday, May 14, 2019 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 Nevada Prep Charter School staff for the time and assistance extended to our State Agency staff during this process.

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II. Introduction

An entrance conference was conducted on Tuesday, May 14, 2019. The review was conducted at the Nevada Prep Charter School in Las Vegas, Nevada. The Administrative Review was conducted by Bobbie Beach, School Nutrition Coordinator II; and Jillian Smith, Program Officer. Nevada Prep Charter School staff included David Blodgett, Executive Director; Lauren Knight, School Food Solutions; and Margo Price, School Food Solutions. This report is based on the results of the offsite assessment, the onsite review of files, and meal service observations of the breakfast and lunch programs. An exit conference was held on Tuesday, May 14, 2019 which provided a summary of the work performed at Nevada Prep Charter School 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, February 2019. The Procurement Review covered all documents, records, invoices, and procedures relating to the procurement for the SFA for the year of review, school year 2018-2019.

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 Nevada Prep Charter School'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

- Application processing: All applications were processed in a timely manner and without error.
- Recordkeeping: Nevada Prep Charter School kept extremely organized and detailed records.
- Program management: All staff at Nevada Prep Charter School were friendly, helpful, and extremely knowledgeable. The management of the it's child nutrition program, for being in operation only one year, was impressive and commendable.

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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
 - Menu Production Records

- 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

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VII. Findings and Required Corrective Action

No findings identified.

VIII. Recommendations and Technical Assistance

Recommendations:

1. **Utilization of USDA foods/ Commodities.** Nevada Prep Charter School is now eligible to utilize entitlement funds for the 2019-20 school year. Entitlement funds are based on the number of meals served multiplied by the entitlement rate set by USDA annually. Entitlement funds can be used to purchase USDA foods and commodity products and help reduce meal costs from your vendor.

Technical Assistance:

1. Technical assistance provided to Nevada Prep Charter School to establish a water station inside the cafeteria, the feeding locations. According to Healthy, Hunger-Free Kids Act of 2010 Section 203 and USDA numbered memo SP28-2011, schools participating in NSLP must make potable water available to children at no charge in a place where lunch meals are served during the meal service.
2. Technical assistance provided to post the most recent Food Safety Inspection. 7 CFR 210.13 (b) requires that the most recent food safety inspection shall be posted publicly in a visible location.
3. Technical assistance was provided to update the site's HACCP manual to include a table of contents and site specific standard operating procedures. 7 CFR 210.13(c) requires all school food authorities to develop a written food safety program that covers any facility where food is stored, prepared and served. Nevada Prep Charter School added a standard operating procedure for sanitizing tables and handling vended meals onsite.
4. Technical assistance was provided to update the Nevada Prep Child Nutrition Programs Procurement Procedures to include Nevada Specific regulations. 7 CFR 210.21(c) states procurement procedures must reflect applicable State laws and local regulations. Nevada Prep Charter School adjusted their procurement procedures onsite.

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IX. 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.

X. Appendix

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

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