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September 7, 2017

Phyllis Dowd
Director of Business Services
Churchill County School District
280 South Russell Street
Fallon, NV 89406

Dear Ms. Dowd:

Thank you for completing and implementing the corrective action plan that resulted from the Administrative Review of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and the Fresh Fruit and Vegetables Program (FFVP) in the Churchill County School District from January 24, 2017 until January 25, 2017.

The requested weeks' worth of production records were provided. We would like to bring the following issue with these documents to your attention so that it may be corrected going forward. As part of tracking the amounts of sodium, fat, and calories, condiment use must also be tracked on the production records. No condiment, such as ketchup, mayonnaise, mustard, or taco sauce, usage was included on any of the provided production records. For example, on the production records that were submitted for August 26, 2017, it is noted in the "extra extra" section on your production records that 75 servings of romaine lettuce were served presumably as part of a salad but there is no indication of salad dressing being served with this. In the future, be sure to track condiment usage on the production records as well.

As a best practice, we would also suggest reviewing the math that is being done on the production records to ensure that human errors in totals are kept to the absolute minimum. On the production record dated August 29, 2017 the "leftover" and "Serve Avgs Total" for the Nutri-grain bar are both entered as zero. This is a minor error but it is something that should be noted.

The corrective action plan has been approved and the Administrative Review is now closed.

Thank you again for your continued efforts to provide nutritious meals to the youth in the Churchill County School District.

This institution is an equal opportunity provider

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Best regards,

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

Edward Coleman
Quality Assurance Specialist
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