

STEVE SISOLAK  
Governor

STATE OF NEVADA

JENNIFER OTT  
Director



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## DEPARTMENT OF AGRICULTURE

405 South 21<sup>st</sup> Street  
Sparks, Nevada 89431-5557  
Telephone (775) 353-3601 Fax (775) 353-3661  
Website: <http://www.agri.nv.gov>

July 27, 2021

Christine Eckles  
Washoe County Department of Juvenile Services  
650 Ferrari-Mcleod Blvd  
Reno, NV 89512

Dear Ms. Eckles:

The Washoe County Department of Juvenile Services' application to participate in the National School Lunch Program (NSLP), School Breakfast Program (SBP), and Seamless Summer Option (SSO) has been approved for fiscal year 2022 (July 1, 2021 through June 30, 2022).

The catalogue of federal and domestic assistance (CFDA) number for NSLP and ASP is 10.555 and 10.553 for SBP. The federal award identification number (FAIN) for this NSLP and SBP application approval is: 177NVAG3N1099. The Nevada Department of Agriculture received this federal award on October 1, 2017.

The following sites will receive the reimbursement rate for **severe need breakfast**:

Wittenberg Hall

All of the schools in Washoe Country Department of Juvenile Services are eligible for the NSLP **high** reimbursement rate. The new federal reimbursement rates for July 1, 2021 - June 30, 2022 are accessible here:

<http://www.fns.usda.gov/school-meals/rates-reimbursement>

If your institution has elected Seamless Summer Option during SY2021-22 based on USDA Memo [COVID-19: Child Nutrition Response #86](#), the Summer Food Service Program rate for CY2021 (January 1, 2021 thru December 31, 2021) then CY2022 (January 1, 2022 thru December 31, 2022) will be automatically applied to your eligible SSO meal claim submissions during the school year. SFSP rates of reimbursement are accessible here:

<https://www.fns.usda.gov/sfsp/reimbursement-rates>



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A copy of the federal regulations that pertains to the programs you are sponsoring may be found at:

<https://www.fns.usda.gov/school-meals/program-legislation-regulations>

### **MENUS AND PRODUCTION RECORDS**

All school food authorities participating in the National School Lunch Program are expected to be in compliance with the Nutrition Standards which went into effect on July 1, 2012. Breakfast standards implemented as of July 1, 2014 require that one cup of fruit be offered at breakfast to all grade groups. Additionally, as of July 1, 2019, half of the grain items offered in both Lunch and Breakfast meals must meet whole grain rich criteria and the Target 1 sodium limits are still in effect. As a regulatory requirement, all sponsors are required to have a pre-planned menu available. Daily production records, completed as part of the menu preparation process, must support this menu. Sample food production forms are available from the Food and Nutrition Division website under the "Resources" tab. For SSO operations, any variation of meal pattern must be justified and approved on your SY2021-22 SSO Opt-in Waivers in advance of a formal Review.

### **RECORDKEEPING**

NSLP/SBP sponsors must keep complete and accurate records to serve as backup for the "Claims for Reimbursement" and for audit and review purposes. Production records are a regulatory requirement. Production records must reflect that adequate amounts of food were produced to provide the meals in your planned menu. All NSLP/SBP records must be kept for three fiscal years plus the current year (July 1 - June 30) or longer, until resolution of any issues raised by an audit.

### **SCHOOL WELLNESS POLICY**

New Federal regulations affecting both competitive foods and school wellness policies went into effect on July 1, 2014. The Nevada School Wellness Policy can be found here:

<http://nutrition.nv.gov/Programs/Wellness/>

In the spring of each year, NDA will collect information on your school district's progress of implementing the school wellness policy as required by the Healthy Hunger-Free Kids Act of 2010. This information will be made publicly available. You can access the results for your district here:

<https://wellness.nv.gov/>

### **PROGRAM REVIEWS**

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The Nevada Department of Agriculture will conduct reviews to assess compliance with program regulations, to evaluate procedures used to request reimbursement for meals, and to monitor the overall management of the NSLP/SBP. Appointments for reviews will be scheduled with your staff at least four weeks in advance. We are now in Year three of the Administrative Review cycle of a four-year cycle. Repeat findings observed in the previous three-year cycle (review conducted in SY16/17, 17/18, or 18/19) and observed again in the coming review cycle may be subject to fiscal penalties that cannot be paid from the non-profit school food service account. School districts that will be reviewed this year will be notified not later than September 30<sup>th</sup>, 2021. However, Administrative Reviews may be scheduled at any time.

Continuing from the previous school year, procurement reviews will be conducted in tandem with the Administrative Review. Procurement practices of food, supplies and services purchased with funds from the non-profit school food service account will be reviewed.

### **CONTRACT REVIEW**

The Nevada Department of Agriculture will continue to annually monitor all sponsors with a Food Service Management Company and/or Vended Meal operation in place. Please reference Numbered memo NSLP 2016-36 for Food Service Management Company contracts and NSLP 2016-37 for Vended Meal contracts for more information.

### **PROFESSIONAL STANDARD REQUIREMENTS**

Effective July 1, 2016, the Professional Standard Requirements as part of the Healthy Hunger Free Kids Act (HHFKA) - the USDA has established minimum hiring requirements based on school district enrollment size and training requirements for *all* school nutrition program employees. The number of training hours has increased from 2015 16 for *most* staffing levels. For the latest guidance, please reference the link below:

<http://www.fns.usda.gov/school-meals/professional-standards>

If have any questions please contact the Nevada Department of Agriculture, Food and Nutrition Division at 775-353-3758. Thank you for your dedication to serving nutritious meals to the children in Nevada.

Sincerely,

A handwritten signature in blue ink that reads "Joseph L. Dille".

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