

JOE LOMBARDO
Governor

STATE OF NEVADA

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DEPARTMENT OF AGRICULTURE

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June 6, 2024

Christine Eckles
Division Director
Washoe County Department of Juvenile Services
650 Ferrari McLeod Boulevard
Reno, Nevada 89512

Dear Christine Eckles:

The Washoe County Department of Juvenile Services' application to participate in the National School Lunch Program (NSLP), and School Breakfast Program (SBP), has been approved for School Year 2025 (July 1, 2024, through June 30, 2025).

The catalogue of federal and domestic assistance (CFDA) numbers for NSLP 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 the schools in Washoe County Department of Juvenile Services are eligible for the NSLP high reimbursement rate. The new federal reimbursement rates for July 1, 2024 - June 30, 2025, will be accessible here when they become available:

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

A copy of the federal regulations that pertain to the programs you are sponsoring may be found at:
<https://www.fns.usda.gov/school-meals/program-legislation-regulations>

MENUS AND RECORDKEEPING

All school food authorities participating in the National School Lunch Program are expected to follow 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

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July 1, 2022, 80% 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 pre-planned menus available.

Daily production records completed as part of the menu preparation process, must support this menu. Production records are a regulatory requirement. Sample food production forms are available on the Division of Food and Nutrition website under the "Resources" tab. NSLP/SBP sponsors must keep complete and accurate records to serve as backup for the "Claims for Reimbursement", audits, and review purposes. Production records must show that adequate amounts of food were produced to provide the number of meals claimed for each day. All NSLP/SBP/ASSP records must be kept for three fiscal years plus the current year (July 1 - June 30) or longer if there are any issues raised by an audit that have not been resolved.

SCHOOL WELLNESS POLICY

The school wellness policy requirements went into effect on July 1, 2014. The Nevada School Wellness Policy can be found here:

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

All school food authorities should perform an annual review of their wellness policy as part of the School Wellness Committee meetings. Goals for the school wellness policy are also recommended to promote and support a healthy school environment.

PROGRAM REVIEWS

The Nevada Department of Agriculture will conduct reviews to assess compliance with program regulations, 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. For SY24-25 we will begin a new five-year Administrative Review cycle. Repeat findings observed in the previous cycle (reviews conducted in SY20, SY21, SY22, SY23, or SY24) 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 no later than July 30th, 2024. However, Administrative Reviews may be scheduled at any time.

Procurement reviews will continue to 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 contract 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 standards for the food service director based

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on school district enrollment size and training requirements for all school nutrition program employees. 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, Division of Food and Nutrition at 775-353-3758. Thank you for your dedication to serving nutritious meals to the children in Nevada.

Sincerely,

Cindy Cohen
School Nutrition Supervisor
Nevada Department of Agriculture, Division of Food & Nutrition
c.cohen@agri.nv.gov
775-353-3625

CC: Jon Bozanich, Fiscal Manager
Kaimi Coonrad, Food Manager