

JOE LOMBARDO  
Governor

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## DEPARTMENT OF AGRICULTURE

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May 19, 2026

Joseph Saiz  
Division Director  
Washoe County Dept of Juv Serv  
650 Ferrari Mcleod Blvd  
Reno, NV, 89512

Dear Joseph Saiz:

The Washoe County Dept of Juv Serv's application to participate in the National School Lunch Program (NSLP), School Breakfast Program (SBP), has been approved for School Year 2027 (July 1, 2026, through June 30, 2027).

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

All the schools in Washoe County Dept of Juv Serv are eligible for severe need breakfast and for the NSLP **high** reimbursement rate.

The new federal reimbursement rates for July 1, 2026 - June 30, 2027, will be posted at this link 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 and School Breakfast Program are expected to be in compliance with the USDA School Nutrition Standards for all meals served to students. As a regulatory requirement, all sponsors are required to have pre-planned menus available with nutrient analysis showing menu compliance.

Daily production records must be completed as part of the menu preparation process and must support the planned and served menu. Production records are a regulatory requirement and must be complete and accurate as these records are 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 has not been resolved.

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## **SCHOOL WELLNESS POLICY**

The Nevada School Wellness Policy was updated in December 2024. 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. The NDA recommends all SFAs review and update their policies if they have not already. The updated policy may be found here:

<https://agri.nv.gov/Food/Wellness/Wellness/>

## **PROGRAM REVIEWS**

The NDA conducts administrative reviews to assess compliance with program regulations, evaluate procedures used to request reimbursement for meals, and to monitor the management of the NSLP/SBP. School staff will be notified at least four weeks in advance of the on-site review. For SY26-27 we will be in year two of a five-year Administrative Review cycle. Repeat findings from the previous review cycle may be subject to fiscal penalties that cannot be paid from the non-profit school food service account. SFAs that are planned to receive a review during SY26-27 will be notified no later than July 30th, 2026. However, Administrative Reviews may be scheduled at any time.

Procurement reviews will continue to be conducted in tandem with the Administrative Review. Procurement practices for all purchases using funds from the non-profit school food service account will be reviewed. Updated, Buy American provisions effective July 1, 2025 will be part of the procurement review. For the latest guidance on compliance with the Buy American Provision in NSLP, please reference the link below:

<https://www.fns.usda.gov/nslp/compliance-enforcement-buy-american>

## **CONTRACT REVIEW**

Annually the NDA will continue to monitor all sponsors with a Food Service Management Company and/or Vended Meal contracts. SFAs are responsible for ensuring all contract terms are followed and must reconcile all credits and invoices at least annually.

## **PROFESSIONAL STANDARD REQUIREMENTS**

All newly hired food service directors must meet the USDA Professional Standard Requirements minimum hiring standards based on school district enrollment 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 there are any questions please contact the NDA, Division of Food and Nutrition at 775-353-3758. Thank you for your dedication to serving nutritious meals to the children in Nevada.

Sincerely,

Erica Jaramillo, SNS  
School Nutrition Specialist  
NDA, Division of Food & Nutrition  
[ejaramillo@agri.nv.gov](mailto:ejaramillo@agri.nv.gov)  
702-668-4583

CC: Brenda Carrera, Program Coordinator  
Kevin Futamachi, Food Manager