INFORMATION SHEET 06/21/16 TRUSTEES' MEETING

ATTACHMENT: 7.7

TO: Jim Bridges, Superintendent

FOR: Board of Trustees

FROM: Mindy Maxedon, CBO

ISSUE: Food Service Audit/A La Carte Menu Change

In February, 2016, Food Service was audited by the California State Department of Education, Nutrition Services unit. This comprehensive audit is scheduled every three years.

In the course of the audit, thirteen corrective actions were identified. Eight of the thirteen were at site level and ranged from having our inspection report displayed in a second location; consolidating our temperature log reports; needing to add a one ounce grain to our breakfast menu on Tuesday's and eliminating one of the smart snacks because it is not a whole grain.

Other findings identified were:

1) **Section 100 Free and Reduced Applications**: two applications had errors in income entry. They were entered as bi-weekly income instead of two times a month.

   Correction: Free and reduced application was modified to ensure clarity in monthly income frequency.

2) **Section 200 Verification Process**: During the verification process, the appeals official cannot be the same person.

   Correction: The CBO is now the designated appeals official.

3) **Section 700 Resource Management**: The audit guidelines have a requirement that the ratio of revenue and expenses for non-program (snacks) and program food (reimbursable meals) must be comparable.

   Correction: Many options were reviewed and considered. The district has provided a variety of snack items and has not made any changes to the pricing of snacks over the years. After reviewing the data, the increase in snack prices required to be closer to compliance would likely drastically reduce sales of snacks. After careful consideration and running multiple scenarios, the best decision to ensure compliance is to eliminate most non-program a la carte items beginning in the 2016-17 school year. The district will continue to offer a second-chance breakfast at all nutritional breaks. Second chance breakfast provides three components (for example, a muffin [which counts as two components] and a juice), priced at $1.50. The only snacks we will offer a la carte will be water, milk and seconds on pizza day. Milk will increase to 75 cents; seconds will be $1.75 and water will remain priced at $1.

   We will continue to monitor program and non-program sales and expenses to ensure we remain in compliance.

4) Section 800 Civil Rights: The district did not have civil rights procedures specific to Food Service.

   Correction: The updated procedures are now on the District website. The Food Service staff will attend a civil rights training on August 5, 2016.

Debbi Rogers did an excellent job of working with the auditor and assisting in identifying the most expedient resolution to the various findings.