



State of Arizona
Department of Education

Administrative Review Summary Report

School Food Authority Name: CAFA, Inc. dba Learning Foundation Performing Arts School
CTD: 09-87-49
Site(s): Learning Foundation

Contact: Linda Wright, NSLP District Coordinator

Review Date: September 21, 2016

Review Period: August 2016

Programs Reviewed: National School Lunch School Breakfast Afterschool Snack
 Fresh Fruit & Vegetable Special Milk

Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
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Performance Standard 1: Certification & Benefit Issuance- Critical Area

No findings.

Performance Standard 1: Meal Counting & Claiming- Critical Area

No findings.

Performance Standard 2: Meal Components & Quantities- Critical Area

No findings.

Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area

Even though the SFA was determined to be low risk for noncompliance with dietary specifications, it was observed that the spice mix contained an excessive amount of sodium.	Recommended that the caterer reduce the sodium content of the spice mix by removing the salt and replacing the garlic salt with garlic powder. This was completed by the caterer prior to the completion of this report.	<i>None required.</i>
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Meal Access & Reimbursement: Certification & Benefit Issuance

No findings.

Meal Access & Reimbursement: Verification

Two applications should have been verified, but 3 were actually verified.	The SFA explained that staffing changes occurred during the time of verification which caused the SFA to incorrectly calculate the number of applications to be verified. Discussed utilizing ADE's verification sample size calculator which can be found on ADE's website at http://www.azed.gov/health-nutrition/nslp/verification/ and saving the calculator report. The SFA intends to attend ADE's verification training workshops to ensure that the correct sample size is selected this year.	<i>Please provide written assurance that the verification sample size will be correctly determined the next time verification is conducted.</i>
Verification procedures were not followed correctly. Specifically, the SFA did not obtain the appropriate income documents from one household. The SFA accepted a bank statement which does not provide the gross income amount.	Discussed proper verification procedures and referred to ADE's Sources of Acceptable Income Documentation on ADE's website at http://www.azed.gov/health-nutrition/nslp/verification/ .	<i>Please provide written assurance that verification will be conducted according to the required procedures.</i>
Verification was not completed by November 15.	Discussed requirement for completion of verification activities by November 15. The SFA explained that staffing changes were made during the time of verification which caused the completion of this process to be delayed. Referred to ADE's Verification Best Practices Calendar found on ADE's website at http://www.azed.gov/health-nutrition/files/2015/09/verification-best-practice-schedule.draft2-sy-15_16-final.pdf .	<i>Please provide written assurance that verification will be completed by November 15 each year.</i>

Meal Access & Reimbursement: Meal Counting & Claiming

No findings.	Despite compliance at the time of the review, it was discussed with the SFA how to obtain the updated attendance factor at the beginning of the school year to accurately complete daily edits checks. The current contact information for the claims specialist at ADE is as follows: Mary Nesteruck, (602)364-2303, Mary.Nesteruck@azedgov .
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Meal Pattern & Nutritional Quality: Offer Versus Serve

Not applicable.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No findings.

Resource Management

No findings.

General Program Compliance: Civil Rights

The USDA non-discrimination statement was not printed on appropriate program materials. Specifically, the non-discrimination statement was not printed on flyers which advertised the availability of the NSLP & SBP.

Discussed requirements for all NSLP related documents to contain the non-discrimination statement and whether long or short statement would be most appropriate.

Please provide written assurance that all program materials have been updated with the proper language.

The public/media release was not provided to local media, the unemployment office, and local employers considering large layoffs.

Discussed requirements and timeframe for public/media release, and best options locally for submitting the release to. Showed where template release can be found on ADE's website at <http://www.azed.gov/health-nutrition/files/2012/06/media-release-7-14.pdf>. Discussed who would be responsible for doing this.

Please provide written assurance that the public/media release will be submitted to either the local media or the unemployment office prior to the start of each school year.

Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically, the SFAs procedures involves the SFA attempting to resolve complaints internally.

Discussed identifying the outside agency to which complaints are forwarded (i.e. ADE, FNSRO, FNS Office of Civil Rights, or USDA Office of Civil Rights).

Please provide the updated written procedures for processing complaints alleging discrimination within FNS School Meal Programs which designate the outside agency to which complaints are forwarded.

The LEAs written procedures for addressing special dietary needs do not meet requirements. Specifically, the policy indicates that the household is responsible for providing meals to students with special dietary needs. Furthermore, the LEA is not requiring the households to submit a physician's statement to be submitted when making accommodations.

Further discussion with the director and program staff indicated that the SFA is in fact providing meals to students with special dietary needs. Instructed the SFA to update their policy to reflect current practices. Suggested including ADE's Special Diet Order Form within Special Dietary Needs policy packet. This can be found at <http://www.azed.gov/health-nutrition/nslp/program-forms/>.

Please provide the updated policy regarding special dietary needs which reflects current practices & compliance with program regulations.

General Program Compliance: SFA On-Site Monitoring

Not applicable.

General Program Compliance: Local Wellness Policy

The public is not being notified of all of the content of the LWP. Specifically, only the implementation portion of the LWP is posted on the LEA's website.

Discussed updating the LEA's LWP published link to display the entire LWP.

None required at this time.

A recent assessment of the implementation of the LWP has not been conducted.

Discussed LEAs must fully comply with the requirements of the final rule by June 30, 2017. Additionally, discussed the final rule requires that LEAs must conduct an assessment of the wellness policy every 3 years, at a minimum. This assessment will determine: Compliance with the wellness policy; How the wellness policy compares to model wellness policies; Progress made in attaining the goals of the wellness policy. Sample evaluation tools can be found on ADE's webpage at <http://www.azed.gov/health-nutrition/wellness-policy/>.

None required at this time.

General Program Compliance: Competitive Food Services

Not applicable.

General Program Compliance: Professional Standards

The School Nutrition Program Director did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.

Discussed 12 hour requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals can be found on ADE's website at <http://www.azed.gov/health-nutrition/nslp/training/>.

Please provide the expected date that the training requirement will be met as well as the name, date, and content information of trainings that the School Nutrition Program Director intends to complete.

Professional Standards training hours are not being adequately tracked.

Discussed requirements for tracking training hours including types of personnel, trainings and hours completed, and retention of certificates and/or sign-in sheets. Referred to ADE's Training Tracking forms found on ADE's website at <http://www.azed.gov/health-nutrition/usda-professional-standards-new/>.

Please provide written assurance that Professional Standards training hours will be tracked for all School Nutrition Program staff on an annual basis. Additionally, provide a copy of the tracker that will be used.

General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

No findings.

General Program Compliance: Reporting & Recordkeeping

No findings.

General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach

Families were not notified of the availability of the SFSP prior to the end of the school year.

Discussed methods of notifying families of the availability of the SFSP prior to the end of the school year and determined which was most feasible. Summer feeding locations can be found at both <http://www.fns.usda.gov/summerfoodrocks> and <http://www.eatwellbewell.org/>.

Please provide a description of how families will be notified of the availability of the SFSP prior to the end of the school year, and written assurance that this will occur.

Other Federal Program Reviews: Afterschool Snack Program

The ASP monitoring review was conducted twice last year however, the first review did not occur within the first four weeks of operation.

Discussed ASP monitoring requirements.

Please provide written assurance that the ASP will be monitored once within the first four weeks of operation.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2017 if applicable.

Other Federal Program Reviews: Fresh Fruit & Vegetable Program

Not applicable.

Other Federal Program Reviews: Special Milk Program

Not applicable.

Comments/Recommendations:

Congratulations on completing your Administrative Review! The Learning Foundation is doing an excellent job operating the National School Lunch, School Breakfast, and Afterschool Snack Programs. Your efforts in providing healthy meals to students are well noted.

To stay on track with NSLP requirements checkout the NSLP at a Glance Calendar & Monthly Checklist on our website at http://www.azed.gov/health-nutrition/files/2016/07/sy-16_17-nslp-calendar7.20.16.pdf

Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at <http://www.azed.gov/health-nutrition/nslp/training/>

Fiscal Action Assessed?

Yes- SBP

No- SBP

Yes- NSLP

No- NSLP

Please submit corrective action response by November 7, 2016 to Britni Baran at 1535 W. Jefferson St. Bin #7 Phoenix, AZ 85007.

Britni Baran MS, RDN

10/19/2016

Reviewer Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the Administrative Review Appeal Procedures found in your Child Nutrition Programs Guidance Manual.