



State of Arizona
Department of Education

Administrative Review Summary Report

School Food Authority Name: Coconino County Juvenile Detention

CTD: 21-10-13

Site(s): AOC- Coconino County Juvenile Detention Center

Contact: Kim Conley, Administrative Senior Manager

Review Date: September 28, 2016

Review Period: August 2016

Programs Reviewed:

- National School Lunch
 School Breakfast
 Afterschool Snack
 Fresh Fruit & Vegetable
 Special Milk

Multiple products served for the review period did not meet whole grain rich requirements. Specifically, the corn puffs, crisp rice cereal, hoagie roll, and Saltine crackers are not whole grain rich.

Discussed all grains served must meet USDA whole grain rich requirements. Director intends to work with Shamrock to replace these items with whole grain rich options. The Whole Grain Resource for the National School Lunch and Breakfast Program: A Guide to Meeting the Whole Grain-Rich Criteria can be found on ADE's website at <http://www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf>.

Please provide written assurance that only grains meeting USDA whole grain rich requirements will be served.

Documentation did not support that all required meal components were offered and served during the review period. Specifically, a Product Formulation Statement (PFS) could not be provided for the breaded fish pattie. The SFA was able to provide advertising material which documented how the item contributed towards meal pattern requirements.

Discussed recordkeeping requirements for processed products. At the time of the review, the SFA was in contact with the supplier to obtain appropriate documentation for the item mentioned.

Please provide a written description of the changes that will be made in the recordkeeping process to ensure that documentation supports that the meal pattern requirements were met.

Documentation did not always accurately reflect the portion sizes of some items being served. Specifically, the cereal, dried fruit, and oatmeal was listed in ounces on the production records whereas the items should have been listed in cups. The reviewer determined that these inaccuracies did not lead to insufficient quantities.

Discussed requirements for recordkeeping for the grade groups served. Discussed specific items and suggested changes.

Please provide an updated copy of the production records which show that these items are listed with their appropriate portion labels.

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

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

Households eligible to receive free or reduced-price meal benefits are not being notified either verbally or in writing.	Referred to Notification of Eligibility Determination section in USDA's Eligibility Manual for School Meals found on ADE's website at http://www.azed.gov/health-nutrition/files/2016/07/2016-eligibility-manual-for-school-meals.pdf and Notification of Benefits Letter, School Meals found on ADE's website at http://www.azed.gov/health-nutrition/files/2016/05/ci-2.-eng-notification-of-benefits-letter-16_17.docx .	<i>Please provide a copy of the written letter or documented procedure for verbal notification of households approved for free or reduced-price meal benefits.</i>
Households that have been denied benefits are not notified via a written notification document.	Discussed households with children who are denied benefits must be provided with written notification of denial. Referred to Notification of Notification of Benefits Letter, School Meals found on ADE's website at http://www.azed.gov/health-nutrition/files/2016/05/ci-2.-eng-notification-of-benefits-letter-16_17.docx .	<i>Please provide a copy of the written letter sent to all denied households.</i>
Families that have been directly certified are not being notified verbally or in writing.	Referred to Notification of Eligibility Determination section in USDA's Eligibility Manual for School Meals.	<i>Please provide copy of the written letter or documented procedure for verbal notification of households that have been directly certified.</i>

Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting & Claiming

Daily edit checks are not being conducted for the day school.	Discussed how to complete daily edit checks using ADE's Daily Edit Check worksheet. An Active Daily Edit Check Worksheet can be found on ADE's website at http://www.azed.gov/health-nutrition/files/2012/06/dailyeditchecksexcelddec2013.xlsx .	<i>Please provide written assurance that daily edit checks will be conducted. Additionally, provide a copy of a completed daily edit check worksheet for the day school.</i>
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Meal Pattern & Nutritional Quality: Offer Versus Serve

Not applicable.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

Signage which explains what constitutes a reimbursable meal was not displayed to students in the detention pods where meals are served.

Reviewed requirement. Suggested SFA utilize the reimbursable meal signage that is posted in their day school meal service area.

Please provide written assurance that signage explaining to students what constitutes a reimbursable has been displayed at all points of meal service.

Resource Management

No findings.

General Program Compliance: Civil Rights

The 'And Justice for All' poster was not displayed at each point of service. Specifically, the poster was not displayed in the detention pods during meal service.

Discussed requirements of where poster must be placed and where to find a printable "And Justice For All" poster on ADE's website at <http://www.azed.gov/health-nutrition/civil-rights/>.

Please provide written assurance that the 'And Justice For All' poster has been displayed near all points of service where program participants can view it.

Program staff have not been trained on civil rights topics.

Discussed requirement and how to document that requirement has been met. An acceptable civil rights power point training material can be found on ADE's website at <http://www.azed.gov/health-nutrition/files/2012/01/az-civil-rights-compliance-for-staff-jan-20141.pdf>.

Please provide written assurance that all food service staff will be trained at hire and as needed on Civil Rights Compliance in Child Nutrition Programs. Describe the process that will be implemented to ensure that this requirement is adhered to and properly documented.

The Civil Rights Compliance form is not being completed for neither the day school or detention facility every year by December 15 and kept on file.

Discussed requirements to complete forms for both facilities and how to collect racial/ethnic data from program participants. Showed where forms both facilities can be found on ADE's website at <http://www.azed.gov/health-nutrition/files/2012/01/civil-rights-compliance.doc> and <http://www.azed.gov/health-nutrition/files/2012/01/civil-rights-compliance-form-for-rccis.docx>.

Please provide written assurance that the Civil Rights Compliance form will be completed by December 15 each year and kept on file for 5 years.

General Program Compliance: SFA On-Site Monitoring

Not applicable.

General Program Compliance: Local Wellness Policy

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 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. Reviewed examples of assessments which can be found on ADE's website 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 SFA failed to have a director appointed for Professional Standards requirements. Furthermore, the SFA did not appropriately have program staff assigned to their applicable jobs descriptions for the Professional Standards rule.

Reviewed requirements and job duties to appoint at least one director. Reviewed job duties of other program staff and assisted the SFA in assigning Professional Standards titles to all program employees.

No further corrective action required.

The two individuals to be designated as School Nutrition Program Directors 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 Directors are registered for.

The School Nutrition Program Manager did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.	Discussed 10 hour training 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/ .	<i>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 Manager is registered for.</i>
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Full-time School Nutrition Program staff have not met the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.	Discussed 6 hour training 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/ .	<i>Please provide the expected date that the training requirement will be met as well as the name, date, and content information of trainings that full-time School Nutrition Program staff are registered for.</i>
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Professional Standards training hours are not being tracked on an annual basis.	Provided ADE's Training Tracking forms for each program employee. Copies can be found on ADE's website at http://www.azed.gov/health-nutrition/usda-professional-standards-new/ .	<i>Please provide written assurance that Professional Standards training hours will be tracked for all School Nutrition Program staff on an annual basis.</i>
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General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

The written food safety plan is not site specific.	The director is aware of this error and was currently in the process of updating the food safety plan to be site specific.	<i>Please provide a date of completion for which the food safety plan is expected to include site specificities.</i>
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General Program Compliance: Reporting & Recordkeeping

No findings.

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

No findings.

Other Federal Program Reviews: Afterschool Snack Program

Not applicable.

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! Staff are commended on their efforts to provide healthy meals through the National School Lunch & School Breakfast Programs. Thank you for your hospitality during the review.

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 14, 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.

