



Arizona Department of Education Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Gap Ministries

CTD: 10-27-07

Site: Splash House 4 & Splash House 9

Contacts: John Hohn, Executive Chef and Cassandra Hohn, Community Food Coordinator

Review Date: October 25, 2020 and October 27, 2020; Exit Conference: October 30, 2020

Review Period: September 2020

Programs Reviewed: National School Lunch School Breakfast Afterschool Snack
 Fresh Fruit & Vegetable Special Milk At-Risk Afterschool Meals

No.	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

1	Meal count totals for the month of review were not correctly combined and recorded. Specifically, 9 reimbursable lunches were served on 9/12/20 and only 7 were recorded on the daily edit check used for the claim. This was deemed a non-systemic error and contributed toward fiscal action calculations.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.	<i>Please provide a written description of changes to the system that have been implemented to ensure that meal service lines provide an accurate count.</i>
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Performance Standard 2: Meal Components & Quantities- Critical Area

2	An unallowable milk type was provided at breakfast and lunch during the month of review and the days of review at Splash House 9 and Splash House 4. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.	Discussed updates to the meal pattern requirements and feasible options for compliance. Allowable milk varieties are fat-free unflavored, fat-free flavored, and 1% unflavored. Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).	<i>Please provide one week of breakfast and lunch production records for Splash House 9 and lunch production records for Splash House 4 production records that demonstrate that fluid milk was available in at least two allowable varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two allowable varieties at breakfast and lunch.</i>
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3	<p>Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically, daily fruit quantities were insufficient at Splash House 9 during breakfast on 10/25/20; 1/2 cup of strawberries was served when a minimum of 1 cup of fruit is required at breakfast. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p>	<p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, providing additional fruits at breakfast, etc.). Meal pattern requirements for the School Breakfast Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern tab. The Step-By-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the How-To Guides tab. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Recorded Webinars tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that fruit quantities at breakfast meet minimum amounts required by the meal pattern.</i></p>
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4	<p>Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically, daily meat/meat alternate quantities were insufficient at Splash House 9 during lunch on 10/25/20; 1 oz eq of refried beans (crediting as 0.25 oz eq meat/meat alternate) was served when a minimum of 1 oz eq meat/meat alternate is required at lunch. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p>	<p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, use of volume for vegetable purees rather than weight, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern tab. The Step-By-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the How-To Guides tab. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Recorded Webinars tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that meat/meat alternate quantities at lunch meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Using Appropriate Serving Utensils must be submitted.</i></p>
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5	<p>Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically, daily vegetable quantities were insufficient at Splash House 9 during lunch on 10/25/20; 1/2 cup romaine lettuce (crediting as 1/4 cup vegetable) and 1/4 cup diced tomato (crediting as 1/4 cup vegetable) was served. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p>	<p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, offering additional vegetables, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern tab. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the How-To Guides tab. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Recorded Webinars tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that daily vegetable quantities at lunch meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</i></p>
6	<p>The following vegetable subgroups were not offered during the review period at Splash House 9: Dark Green, Legumes, and Other. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p>	<p>Discussed vegetable subgroup requirements for the age/grade groups served. Vegetable Subgroup Quick Guide can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the How-To Guides tab. Please note that repeated violations involving vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<p><i>Please provide one week of lunch production records for Splash House 9 which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that, moving forward, all menus will be planned to meet the vegetable subgroup requirements.</i></p>
7	<p>The following vegetable subgroup was not offered during the review period at Splash House 4: Legumes. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p>	<p>Discussed vegetable subgroup requirements for the age/grade groups served. Vegetable Subgroup Quick Guide can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the How-To Guides tab. Please note that repeated violations involving vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<p><i>Please provide one week of lunch production records for Splash House 4 which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that, moving forward, all menus will be planned to meet the vegetable subgroup requirements.</i></p>

8	<p>Documentation did not support that all required meal components were offered and served during the review period. Specifically, no vegetable was documented as served during lunch at Splash House 9 on 9/17/20. This contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 7 cents) until sufficient corrective action is received.</p>	<p>Discussed requirements for recordkeeping and meal pattern requirements for the grade groups served. Discussed specific missing items and suggested changes.</p>	<p><i>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.</i></p>
9	<p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, on 9/7/20, toast crediting as 0.75 ounce equivalents was served with 2.0 ounce equivalents of peanut butter and cheese stick at Splash House 9 during breakfast. Meat/meat alternates may not be counted toward the grain component until after the minimum daily grains requirement (1.0 ounce equivalent) is offered. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p>	<p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e., offering a grain that credits as at least 1.0 ounce equivalent). Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<p><i>Please provide one week of breakfast production records for Splash House 9 which demonstrate that at least 1.0 equivalent of grains was offered prior to crediting meat/meat alternates toward the grain component at breakfast. Additionally, please provide a written description of the changes that have been made to ensure that at least 1.0 ounce equivalent of grain will be offered prior to crediting meat/meat alternates toward the grain component. Additionally, the certificate of completion of Step-By-Step Instruction: How to Plan a Breakfast Menu must be submitted.</i></p>
10	<p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly grain quantities were insufficient during breakfast as Splash House 9. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p>	<p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., increasing amount of grains and meat/meat alternates served throughout the week). Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that weekly grain quantities at breakfast meet minimum amounts required by the meal pattern.</i></p>

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<p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically daily vegetable requirements were not met during lunch at Splash House 9 on 9/26/20 and 9/27/20 for grades K-8 and 9-12. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p>	<p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, daily vegetable offerings, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern tab. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the How-To Guides tab. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Recorded Webinars tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that daily vegetable quantities at lunch meet minimum amounts required by the meal pattern.</i></p>
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<p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically daily vegetable requirements were not met during lunch at Splash House 4 on 9/19/20, 9/20/20, and 9/27/20 for grades K-8 and on 9/20/20 and 9/27/20 for grades 9-12. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p>	<p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, daily vegetable offerings, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern tab. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the How-To Guides tab. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Recorded Webinars tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that daily vegetable quantities at lunch meet minimum amounts required by the meal pattern.</i></p>
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Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically weekly vegetable requirements were not met during lunch at Splash House 9 for grades K-8 and 9-12. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.

Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, daily vegetable offerings, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <http://www.azed.gov/hns/nslp> under the Meal Pattern tab. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the How-To Guides tab. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Recorded Webinars tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).

Please provide a written description of the changes that have been made to ensure that weekly vegetable quantities at lunch meet minimum amounts required by the meal pattern.

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Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically weekly vegetable requirements were not met during lunch at Splash House 4 for grades K-8 and 9-12. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.

Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, daily vegetable offerings, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <http://www.azed.gov/hns/nslp> under the Meal Pattern tab. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the How-To Guides tab. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Recorded Webinars tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).

Please provide a written description of the changes that have been made to ensure that weekly vegetable quantities at lunch meet minimum amounts required by the meal pattern.

<p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically weekly other vegetable subgroup requirements were not met during lunch at Splash House 4 for grades K-8 and 9-12. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p>	<p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, incorporating more vegetables from the Other subgroup, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern tab. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the How-To Guides tab. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Recorded Webinars tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that weekly other vegetable subgroup quantities at lunch meet minimum amounts required by the meal pattern.</i></p>
<p>15</p> <p>The following products could not be credited towards the meal pattern due to insufficient documentation: Pork and Hot Dogs. Without sufficient documentation, the reviewer was unable to determine if the daily meat/meat alternate quantity requirements were met during lunch at Splash House 9 on 9/13/20 and 9/19/20 and at Splash House 4 on 9/26/20. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> <p>16</p>	<p>Discussed requirements regarding processed product documentation and provided examples. USDA Food Fact Sheets can be found on USDA's website at http://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets/. The CN Labels and Product Formulation Statements Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Recorded Webinars tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<p><i>Please provide a CN label and/or Product Formulation Statement for pork and hot dogs or documentation for products that will replace these products in the cycle menu. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be submitted.</i></p>

17

Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically weekly meat/meat alternate requirements were not met at Splash House 9 during lunch for grades K-8 and 9-12. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.

Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, obtaining proper crediting documentation, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <http://www.azed.gov/hns/nslp> under the Meal Pattern tab. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the How-To Guides tab. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Recorded Webinars tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).

Please provide a written description of the changes that have been made to ensure that weekly meat/meat alternate quantities at lunch meet minimum amounts required by the meal pattern.

18

Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically weekly meat/meat alternate requirements were not met at Splash House 4 during lunch for grades K-8. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.

Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, obtaining proper crediting documentation, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <http://www.azed.gov/hns/nslp> under the Meal Pattern tab. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the How-To Guides tab. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Recorded Webinars tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).

Please provide a written description of the changes that have been made to ensure that weekly meat/meat alternate quantities at lunch meet minimum amounts required by the meal pattern.

<p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically weekly grain requirements were not met at Splash House 9 during lunch for grades K-8. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p>	<p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, obtaining proper crediting documentation, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern tab. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the How-To Guides tab. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Recorded Webinars tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that weekly meat/meat alternate quantities at lunch meet minimum amounts required by the meal pattern.</i></p>
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Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

<p>The documentation sheet for all children residing in the RCCI did not contain all of the required information. Specifically, the list did not contain child's personal income or the official's signature, title, and contact information.</p>	<p>Reviewed requirements for certification documentation for residents. Referred to the "Special Situations when Determining Eligibility" of USDA's Eligibility Manual for School Meals found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals tab.</p>	<p><i>Please provide written assurance that the certification list for residents will contain all of the required information henceforth. Additionally, please provide a copy of the updated Master List which contains all of the required information.</i></p>
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19

Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting & Claiming

<p>Claims inaccurately reported number of days served. Specifically, the September claims for Splash House 4 and Splash House 9 indicated 30 days of lunch served when lunch was only provided on 14 days.</p>	<p>Discussed that the claim should reflect the total number of days that meals were provided for rather than the number days in the month.</p>	<p><i>Please provide a written description of how Number of Days Served will be reported in future claims.</i></p>
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<p>Daily edit checks are not being conducted appropriately. Specifically, the attendance factor was not included.</p>	<p>Discussed how to complete daily edit checks using ADE's Daily Edit Check worksheet. The Daily Edit Check Worksheet can be found on ADE's website https://www.azed.gov/hns/nslp/forms under the Operational tab. The Step-By-Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the How-To Guides tab.</p>	<p><i>Please provide a completed daily edit check worksheet for the month of October. Additionally, please provide written assurance that daily edit checks will be conducted.</i></p>
<p>21</p>		

Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

Resource Management

No findings.

General Program Compliance: Civil Rights

<p>The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, the nondiscrimination statement was not correct on the menus.</p>	<p>Discussed where to find nondiscrimination statement on ADE's website at https://www.azed.gov/hns/civilrights and whether long or short statement would be most appropriate.</p>	<p><i>Please provide an updated program material (menu) with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i></p>
<p>22</p>		
<p>The current "And Justice for All" poster was not displayed at the point of service. Specifically, Splash House 4 had the previous version of the "And Justice for All" poster.</p>	<p>Discussed requirements of where poster must be placed and where to find a printable "And Justice For All" poster on ADE's website at https://www.azed.gov/hns/civilrights. Arranged for additional posters to be sent to SFA.</p>	<p><i>Please provide pictures to demonstrate the current poster is now displayed near the point of service. Additionally, please provide written assurance that the most current "And Justice For All" poster will be displayed near all points of service where program participants can view it.</i></p>
<p>23</p>		
<p>The "And Justice for All" poster displayed at the point of service is smaller than the USDA specified size of 11 x 17 inches.</p>	<p>Discussed USDA guidance states that the "And Justice for All" poster must not be printed on paper in a size smaller than 11 x 17 inches.</p>	<p><i>Please provide written assurance that the "And Justice For All" poster will not be printed on paper in a size smaller than 11 x 17 inches.</i></p>
<p>24</p>		

General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

25	The Local Wellness Policy (LWP) did not contain policies for food and beverage marketing.	Discussed updating the LWP to include policies that allow marketing and advertising of only those foods and beverages that meet Smart Snacks Standards during the school day. Explained that this requirement applies to exterior vending machines, posters, menu boards, coolers, trash cans and cups used for beverage dispensing.	<i>None required at this time.</i>
26	The public is not being notified of the existence and contents of the Local Wellness Policy (LWP).	Discussed feasible means of notifying the public about the LWP such as including a link to the policy on the facility's website.	<i>None required at this time.</i>
27	The required stakeholders are not being permitted to be involved in the review and update of the Local Wellness Policy (LWP). Specifically, students and the general public were not involved in the review and update of the LWP.	Discussed LEAs must permit participation by the general public and school community (including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators) in the wellness policy process. Guidance on assembling a Local Wellness Policy Team can be found on Team Nutrition's website at https://www.theicn.org/cnss/community-connection/assembling-the-team/ .	<i>None required at this time.</i>
28	Potential stakeholders are not made aware of their ability to participate in the development, review, update and implementation of the Local Wellness Policy (LWP).	Discussed feasible means of notifying potential stakeholders of their ability to participate such as posting the time and location of future meetings on the facility's website.	<i>None required at this time.</i>
29	A recent assessment of the implementation of the Local Wellness Policy (LWP) has not been conducted nor have plans been developed to complete the assessment.	Discussed requirement to complete an assessment once every three years, at a minimum. The assessment must measure how the LEA is complying with their LWP, how the LEA's LWP compares to the model wellness policy, and progress made in attaining the goals of the wellness policy. Sample evaluation tools can be found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals tab. Also discussed feasible means for notifying the public of the results of the most recent assessment.	<i>None required at this time.</i>

A plan is not in place to notify the public of the results of the most recent assessment of the implementation of the Local Wellness Policy (LWP) once an assessment is conducted.

Discussed requirement to make the most recent assessment available to the public. Also discussed feasible means for notifying the public of the results of the most recent assessment on the implementation of the LWP. The USDA's Local Wellness Policy Outreach Toolkit can be found at <https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit/>.

None required at this time.

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General Program Compliance: Competitive Food Services

No findings.

General Program Compliance: Professional Standards

No findings.

General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

No findings.

General Program Compliance: Reporting & Recordkeeping

31	Breakfast and lunch menus do not accurately reflect what is being served at all sites. Specifically, menus stated that 1% and skim milk would be available each day when only 1% milk was available.	Discussed posting site-specific menus that accurately reflect what will be served.	<i>Please provide written assurance that menus will reflect what will be served at each site.</i>
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General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach

No findings.

Other Federal Program Reviews: Afterschool Snack Program

32	Production records and other documentation do not support that all snacks counted for reimbursement contained two different components. Specifically, cream cheese was offered as one of two components for snack at Splash House 9 when cream cheese is a noncreditable food. This contributed towards fiscal action calculations.	Discussed the meal pattern requirements of the Afterschool Snack Program (ASP) and the requirement that a snack must contain two components if it is to be claimed for reimbursement. The ASP meal pattern table can be found on ADE's website at https://www.azed.gov/hns/afterschool under the Meal Pattern tab.	<i>Please provide Afterschool Snack Program (ASP) production records for 5 consecutive days that demonstrate that each snack provided to students contains at least two components. Additionally, please provide written assurance that the ASP meal pattern will be adhered to at all times and that all snacks claimed for reimbursement will contain at least 2 different components.</i>
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Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2021 if applicable.

Other Federal Program Reviews: Fresh Fruit & Vegetable Program

Not applicable.

Other Federal Program Reviews: Special Milk Program

Not applicable.

Other Federal Program Reviews: At-Risk Afterschool Meals

Not applicable.

Comments/Recommendations:

Congratulations, Gap Ministries has successfully completed the Administrative Review for the 2020–2021 school year. It is recommended that trainings in meal pattern and documentation are completed throughout the year. It is also recommended that internal compliance checks are conducted periodically in these critical areas to maintain program integrity. Thank you for your cooperation during the review process.

To stay on track with NSLP requirements, check out the NSLP at a Glance Calendar & Monthly Checklist on our website at <https://www.azed.gov/hns/nslp/forms> under the Calendars and Checklists tab.

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

Fiscal Action Assessed?

No- SBP Yes- SBP \$0
 No- NSLP Yes- NSLP \$26.16

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by December 15, 2020 to Kariann Sadlon at Kariann.Sadlon@azed.gov or 1535 West Jefferson Street Bin #7, Phoenix, AZ 85007.



11/10/2020

Reviewer Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the [School Food Authority Appeal Procedure for the Administrative Review](#) found on the National School Lunch Program Administrative Review tab on the ADE website.

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