



Arizona Department of Education Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Vernon Elementary District

CTD: 01-03-09

Site: Vernon Elementary School

Contacts: Karol Coffman, Executive Secretary and Susanne Chapman, Food Service Manager

Review Date: September 24, 2020

Review Period: August 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

No findings.

Performance Standard 2: Meal Components & Quantities- Critical Area

<p>1 The following vegetable subgroup was not offered during the review period: beans/peas (legumes). This was not a repeat finding 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. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website. 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 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>
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Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

No findings.

Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting & Claiming

No findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No findings.

Resource Management

No findings.

General Program Compliance: Civil Rights

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| 2 | The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, the incorrect shortened nondiscrimination statement is used on monthly breakfast/lunch menu. | Discussed where to find nondiscrimination statement on ADE's website at https://www.azed.gov/hns/civilrights . | <i>Please provide an updated program material with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i> |
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General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

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| 3 | 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. | <i>None required at this time.</i> |
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<p><u>Observation:</u> Due to school closures as a result of COVID-19, the triennial assessment of the implementation of the LWP was not conducted by June 30, 2020. The public must be notified of the results of the most recent assessment of the implementation of the LWP.</p>	<p>Per COVID-19: Child Nutrition Response #18, Nationwide Waiver of Local School Wellness Policy Triennial Assessments in the National School Lunch and School Breakfast Programs- issued April 23, 2020- requirement for Vernon ED to conduct a triennial assessment of their local wellness policy by June 30, 2020 was waived. Instead, Vernon ED is required to complete their LWP assessment by June 30, 2021. 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. Also discussed feasible means for notifying the public of the results of the most recent assessment.</p>	<p><i>None required at this time. Vernon ED will complete their assessment by June 30, 2021.</i></p>
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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

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| <p>4 The written food safety plan did not include: adequate SOPs [for hygiene, food storage, food handling, etc.], menu items grouped according to the Process Approach, Critical Control Points for keeping food at safe temperatures, or established Critical Limits.</p> | <p>Discussed required components of a food safety plan and resources available on ADE's website. Discussed sample SOPs and guidelines for Critical Control Points (CCPs) found in USDA's Guidance on creating a Food Safety Plan.</p> | <p><i>Please provide a copy of the updated food safety plan with the missing requirements: SOPs, menu items grouped according to the Process Approach, CCPs, and established Critical Limits.</i></p> |
| <p>5 Temperature logs for food storage areas are not being maintained. Specifically, temperature logs are not kept/recorded daily.</p> | <p>Discussed requirements for maintaining food storage area temperature logs, sample templates, and who would be responsible. Temperature logs for food storage areas must be maintained for 6 months. Monitoring forms can be found on ADE's website.</p> | <p><i>Please provide a copy of the temperature log that will be used for food storage areas as well as written assurance that logs will be kept daily and maintained on-file for 6 months.</i></p> |

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| 6 | Temperature logs are not being kept for dry food storage area(s). | Discussed requirements for maintaining food storage area temperature logs, sample templates, and who would be responsible. Temperature logs for food storage areas must be maintained for 6 months. Monitoring forms can be found on ADE's website. | <i>Please provide a copy of the temperature log that will be used for dry food storage areas as well as written assurance that logs will be kept daily and maintained on-file for 6 months.</i> |
| 7 | The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d): Pineapple (product of Thailand) and Pepperoncini's (product of Turkey). Additionally, documentation justifying a Buy American exception was not maintained/on file. | Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar and FAQ. Funds used from the non-profit food service account must be used to procure food products that comply with the Buy American Provision. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, can be found on ADE's website at http://www.azed.gov/hns/nslp/forms/ . | <i>Please provide a written description of the changes that have been made to procurement and/or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i> |

General Program Compliance: Reporting & Recordkeeping

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| 8 | Hamburger recipe provided did not contain all required sections: recipe number, recipe yield, ingredient amounts, preparation instructions, and HACCP process/instructions. Additionally, the recipe's listed serving size was incorrect | Discussed all menu items that contain more than 1 ingredient must have a standardized recipe. Standardized recipes must include the following information: recipe name, recipe number, ingredients and amounts, serving size, recipe yield, preparation instructions, HACCP process, and HACCP instructions. | <i>Please provide an updated Hamburger recipe.</i> |
| 9 | Hot Dog recipe provided did not contain all required sections: recipe number, ingredient amounts, preparation instructions, and HACCP process/instructions. Additionally, the recipe's listed serving size was incorrect. | Discussed all menu items that contain more than 1 ingredient must have a standardized recipe. Standardized recipes must include the following information: recipe name, recipe number, ingredients and amounts, serving size, recipe yield, preparation instructions, HACCP process, and HACCP instructions. | <i>Please provide an updated Hot Dog recipe.</i> |
| 10 | Parfait recipe provided did not contain all required sections: recipe number, serving size, recipe yield, and HACCP process/instructions | Discussed all menu items that contain more than 1 ingredient must have a standardized recipe. Standardized recipes must include the following information: recipe name, recipe number, ingredients and amounts, serving size, recipe yield, preparation instructions, HACCP process, and HACCP instructions. | <i>Please provide an updated Parfait recipe.</i> |

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| <p>11 Spiced Apples recipe provided did not contain all required sections: recipe # and HACCP process/instructions. Additionally, recipe yield is incorrect given the ingredient amount of #10 can sliced apples. 1 #10 can of sliced apples yields 23-1/2 cup servings, not 34 - 1/2 cup servings as recipe indicates.</p> | <p>Discussed all menu items that contain more than 1 ingredient must have a standardized recipe. Standardized recipes must include the following information: recipe name, recipe number, ingredients and amounts, serving size, recipe yield, preparation instructions, HACCP process, and HACCP instructions.</p> | <p><i>Please provide an updated Spiced Apples recipe.</i></p> |
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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 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! Vernon Elementary District has completed the Administrative Review in the 2020-2021 SY. Thank you for all of your hard work and organization throughout the AR process. It was a pleasure working with you Karol and Susanne. Thank you for working so diligently to assure that your students are receiving nutritious meals. I appreciate your enthusiasm and willingness to learn. Please let me know if you have any questions.

Congratulations! Based on your menu documentation provided for the week of review, you are serving 100% whole grain-rich items! If this extends to your entire menu, please take a moment to sign ADE's Whole Grain Pledge at <https://www.surveymonkey.com/r/WholeGrainRichPledge> and be recognized for providing 100% whole grain-rich items. ADE appreciates your efforts in continuing to provide quality meals to Arizona students. Thank you!

To stay on track with NSLP requirements, check out the NSLP at a Glance Calendar & Monthly Checklist on our website at <http://www.azed.gov/hns/nslp/>.


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

Fiscal Action Assessed?

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

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **November 18, 2020** to Taryn.Kunkel@azed.gov or AZ Dept. of Education/Health & Nutrition 1701 N. 4th St. Flagstaff, AZ 86004.



10/16/2020

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 Process for the Administrative Review](#) found on the ADE website.

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