



Arizona Department of Education Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: LA PALOMA FAMILY SERVICES, INC.

CTD: 10-21-33

Site: Amparo

Contacts: Douglas Long, Executive Director and Maria Tamayo, Controller

Review Date: November 24, 2020

Review Period: October 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

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| 1 | Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during Breakfast daily Grains for Grades K-12 were not met on 10/04/20, 10/05/20 and 10/10/20. 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 production record documentation). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. 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. 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. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents). | <i>Please provide a written description of the changes that have been made to ensure that Grain quantities meet daily minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Breakfast Menu must be submitted.</i> |
| 2 | Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during Breakfast weekly Grains for Grades K-12 were not met, providing 8.25 oz eq of Grain and not the required 12.5 oz eq of Grain. 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 production record documentation). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. 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. 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. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents). | <i>Please provide a written description of the changes that have been made to ensure that Grain quantities meet weekly minimum amounts required by the meal pattern.</i> |

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| <p>3 During the week of review, at least 50% of the grains served at breakfast were not whole grain rich.</p> | <p>Discussed whole grain-rich requirements. USDA's Whole Grain Resource for the National School Lunch and Breakfast Programs: A Guide to Meeting the Whole Grain-Rich Criteria can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. The Making Sense of the Whole Grain Flexibilities in School Year 2019-2020 Recorded Webinar and Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Recorded Webinars tab</p> | <p><i>Please provide one week of breakfast production records and supporting documentation (CN Label, PFS, ingredient lists, nutrition fact labels, etc.) that demonstrate that at least 50% of the grains served at breakfast were whole grain-rich. Additionally, the certificate of completion of Making Sense of the Whole Grain Flexibilities in School Year 2019-2020 must be submitted.</i></p> |
| <p>4 Fluid milk was not available in at least two varieties at Breakfast. Specifically, only 1% unflavored milk was provided daily at each meal service. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>Discussed variety requirement 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).</p> | <p><i>Please provide one week of breakfast production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast.</i></p> |
| <p>5 The meal service was not structured to comply with the meal pattern requirements of the multiple grade groups that were served. Specifically, during Breakfast the Grade Groups were not indicated on Production Records for K-12.</p> | <p>Discussed allowable meal pattern grade groups per the grades served and feasible options for structuring the meal service to comply with quantity requirements (e.g., recipes changes, portion size changes, how to differentiate between students in different groups). 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 implemented to ensure that meal pattern requirements of the multiple grade groups served are met. Additionally, production records received for breakfast should indicate K-12 grade groups.</i></p> |

- 6 The following products could not be credited towards the meal pattern due to insufficient documentation: French Toast, Granola and Oatmeal. Specifically, during breakfast only Nutrition Fact labels were received not allowing sufficient documentation to credit. Without sufficient documentation, the reviewer was unable to determine if the quantity requirements were met. This was not a repeat finding from cycle two and did not contribute towards fiscal action calculations.
- 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).
- Please provide a CN label and/or Product Formulation Statement for French Toast, Granola and Oatmeal. 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.*
- 7 During the week of review, juice was served more than 50% of the time during breakfast.
- Discussed that juice may not be used to meet more than half of the weekly fruit requirement. Referred to Meal pattern requirements for the National School Breakfast, which 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 juice requirement may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).
- Please provide one week of breakfast production records which demonstrates that juice is not served more than 50% of the time. Additionally, please provide a written description of the changes that have been made to ensure that juice requirements are met.*

- 8 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch for grades 6-8 the daily minimum requirements of 1.0 oz eq of Grain were not met on 10/04/20, 10/05/20, 10/06/20, 10/09/20 and 10/10/20. 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 production record document and listing the grade groups served on production records). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. 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 grades 6-8 daily Grain quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu.*

9	<p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch for grades 6-8 the weekly 11.0 oz eq of Grain minimum requirements were not met, providing 4.75 oz eq of Grain. 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 production record document and listing the grade groups served on production records). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. 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 grades 6-8 weekly Grain quantities meet minimum amounts required by the meal pattern.</i></p>
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- 10 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch for grades 6-8 the daily minimum requirements of 1.0 oz eq of Meat/Meat Alternate were not met on 10/04/20, 10/05/20, 10/06/20, 10/09/20 and 10/10/20. 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 production record document and listing the grade groups served on production records). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. 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 grades 6-8 daily Meat/Meat Alternate quantities meet minimum amounts required by the meal pattern.*

- 11 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch for grades 6-8 the weekly 12.5 oz eq of Meat/Meat Alternate minimum requirements were not met, providing 5.25 oz eq of Meat/Meat Alternate. 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 production record document and listing the grade groups served on production records). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. 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 grades 6-8 weekly Meat/Meat Alternate quantities meet minimum amounts required by the meal pattern.*

- 12 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch for grades 6-8 the daily 3/4 cup Vegetable minimum requirements were not met on 10/04/20, 10/05/20, 10/06/20, 10/07/20, 10/09/20 and 10/10/20. 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 production record document and listing the grade groups served on production records). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. 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 grades 6-8 daily vegetable quantities meet minimum amounts required by the meal pattern.*
- 13 The following vegetable subgroups were not offered during the review period: Dark Green, Beans/Peas (Legumes) and Starchy. Specifically, during lunch for grades 6-8. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.
- 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).
- Please provide one week of lunch production records which demonstrate compliance with the vegetable subgroups for grades 6-8.*

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| <p>14 During the week of review, at least 50% of the grains served at lunch for grades 6-8 were not whole grain rich.</p> | <p>Discussed whole grain-rich requirements. USDA's Whole Grain Resource for the National School Lunch and Breakfast Programs: A Guide to Meeting the Whole Grain-Rich Criteria can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. The Making Sense of the Whole Grain Flexibilities in School Year 2019-2020 Recorded Webinar and Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Recorded Webinars tab</p> | <p><i>Please provide one week of grades 6-8 lunch production records and supporting documentation (CN Label, PFS, ingredient lists, nutrition fact labels, etc.) that demonstrate that at least 50% of the grains served at lunch were whole grain-rich.</i></p> |
| <p>15 Fluid milk was not available in at least two varieties at lunch for grades 6-8. Specifically, only 1% unflavored milk was provided daily at each meal service. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>Discussed variety requirement 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).</p> | <p><i>Please provide one week of lunch production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at lunch for grades 6-8.</i></p> |
| <p>16 The meal service was not structured to comply with the meal pattern requirements of the multiple grade groups that were served. Specifically, during lunch the Grade Groups were not indicated on Production Records for 6-8.</p> | <p>Discussed allowable meal pattern grade groups per the grades served and feasible options for structuring the meal service to comply with quantity requirements (e.g., recipes changes, portion size changes, how to differentiate between students in different groups). 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 implemented to ensure that meal pattern requirements of the multiple grade groups served are met. Additionally, production records received for lunch should indicate 6-8 grade groups.</i></p> |
| <p>17 Documentation did not support that all required meal components were offered and served during the review period. Specifically, Production Records for the Review Period during Lunch on 10/05/20, 10/07/20, 10/08/20, 10/09/20, and 10/10/20 do not indicate the fruit component was offered and Offer Vs. Serve records also do not reflect this occurred for grades 6-8. This 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 for grades 6-8. Please provide a written description of the changes that have been made to the menu to bring it into compliance with the meal pattern requirements.</i></p> |

- 18 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch for grades 9-12 the daily minimum requirements of 2.0 oz eq of Grain were not met on 10/04/20, 10/05/20, 10/06/20, 10/07/20, 10/08/20, 10/09/20 and 10/10/20. 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 production record document and listing the grade groups served on production records). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. 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 grades 9-12 daily Grain quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu.*

- 19 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch for grades 9-12 the weekly 14.0 oz eq of Grain minimum requirements were not met, providing 4.75 oz eq of Grain. 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 production record document and listing the grade groups served on production records). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. 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 grades 9-12 weekly Grain quantities meet minimum amounts required by the meal pattern.*

20 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch for grades 9-12 the daily minimum requirements of 2.0 oz eq of Meat/Meat Alternate were not met on 10/04/20, 10/05/20, 10/06/20, 10/09/20 and 10/10/20. 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 production record document and listing the grade groups served on production records). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. 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 grades 9-12 daily Meat/Meat Alternate quantities meet minimum amounts required by the meal pattern.

<p>21 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch for grades 9-12 the weekly 14.0 oz eq of Meat/Meat Alternate minimum requirements were not met, providing 5.25 oz eq of Meat/Meat Alternate. 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 production record document and listing the grade groups served on production records). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. 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 grades 9-12 weekly Meat/Meat Alternate quantities meet minimum amounts required by the meal pattern.</i></p>
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- 22 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch for grades 9-12 the daily 1 cup Vegetable minimum requirements were not met on 10/04/20, 10/05/20, 10/06/20, 10/07/20, 10/09/20 and 10/10/20. 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 production record document and listing the grade groups served on production records). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. 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 grades 9-12 daily vegetable quantities meet minimum amounts required by the meal pattern.*
- 23 The following vegetable subgroups were not offered during the review period: Dark Green, Beans/Peas (Legumes) and Starchy. Specifically, during lunch for grades 9-12. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.
- 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).
- Please provide one week of lunch production records which demonstrate compliance with the vegetable subgroups for grades 9-12.*

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| <p>24 During the week of review, all grains served at lunch were not whole grain rich.</p> | <p>Discussed whole grain-rich requirements. USDA's Whole Grain Resource for the National School Lunch and Breakfast Programs: A Guide to Meeting the Whole Grain-Rich Criteria can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab.</p> | <p><i>Please provide one week of grades 9-12 lunch production records and supporting documentation (CN Label, PFS, ingredient lists, nutrition fact labels, etc.) that demonstrate all grains served at lunch were whole grain-rich.</i></p> |
| <p>25 Fluid milk was not available in at least two varieties at lunch for grades 9-12. Specifically, only 1% unflavored milk was provided daily at each meal service. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>Discussed variety requirement 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).</p> | <p><i>Please provide one week of lunch production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at lunch for grades 9-12.</i></p> |
| <p>26 The meal service was not structured to comply with the meal pattern requirements of the multiple grade groups that were served. Specifically, during lunch the Grade Groups were not indicated on Production Records for 9-12.</p> | <p>Discussed allowable meal pattern grade groups per the grades served and feasible options for structuring the meal service to comply with quantity requirements (e.g., recipes changes, portion size changes, how to differentiate between students in different groups). 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 implemented to ensure that meal pattern requirements of the multiple grade groups served are met. Additionally, production records received for lunch should indicate 9-12 grade groups.</i></p> |
| <p>27 Documentation did not support that all required meal components were offered and served during the review period. Specifically, Production Records for the Review Period during Lunch on 10/05/20, 10/07/20, 10/08/20, 10/09/20, and 10/10/20 do not indicate the fruit component was offered and Offer Vs. Serve records also do not reflect this occurred for grades 9-12. This 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 for grades 9-12. Please provide a written description of the changes that have been made to the menu to bring it into compliance with the meal pattern requirements.</i></p> |

- 28 The following products could not be credited towards the meal pattern due to insufficient documentation: Teriyaki Chicken, Caesar Salad, Pepperoni Pizza w/ side salad, Burritos, Taquitos, Corn Dog, Chips & Salsa and Sandwich Kebobs. Specifically, during lunch for the review period only Nutrition Fact labels were received not allowing sufficient documentation to credit. Without sufficient documentation, the reviewer was unable to determine if the quantity requirements were met. This was not a repeat finding from cycle two and did not contribute towards fiscal action calculations.
- 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).
- Please provide a CN label and/or Product Formulation Statement for Teriyaki Chicken, Caesar Salad, Pepperoni Pizza w/ side salad, Burritos, Taquitos, Corn Dog, Chips & Salsa and Sandwich Kebobs. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation.*
- 29 Fluid milk was not available in at least two varieties at breakfast for grades K-12. Specifically, only 1% unflavored milk was provided during the day of review. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.
- Discussed variety requirement 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).
- Please provide one week of lunch production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast for grades K-12.*
- 30 Fluid milk was not available in at least two varieties at lunch for grades 6-8. Specifically, only 1% unflavored milk was provided during the day of review. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.
- Discussed variety requirement 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).
- Please provide one week of lunch production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at lunch for grades 6-8.*
- 31 Fluid milk was not available in at least two varieties at lunch for grades 9-12. Specifically, only 1% unflavored milk was provided during the day of review. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.
- Discussed variety requirement 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).
- Please provide one week of lunch production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at lunch for grades 9-12.*

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| 32 | Documentation did not support that all required meal components were offered and served on the day of review. Specifically, Production Records for the day of review on 11/24/2020 do not indicate the fruit component was offered and Offer Vs. Serve records also do not reflect this occurred for grades 6-8. | Discussed requirements for recordkeeping and meal pattern requirements for the grade groups served. Discussed specific missing items and suggested changes. | <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 for grades 6-8. Please provide a written description of the changes that have been made to the menu to bring it into compliance with the meal pattern requirements.</i> |
| 33 | Documentation did not support that all required meal components were offered and served on the day of review. Specifically, Production Records for the day of review on 11/24/2020 do not indicate the fruit component was offered and Offer Vs. Serve records also do not reflect this occurred for grades 9-12. | Discussed requirements for recordkeeping and meal pattern requirements for the grade groups served. Discussed specific missing items and suggested changes. | <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 for grades 9-12. Please provide a written description of the changes that have been made to the menu to bring it into compliance with the meal pattern requirements.</i> |

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

No Findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

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| 34 | The documentation sheet for all children residing in the RCCI did not contain all of the required information. Specifically, the list did not contain the income, date of birth, or the official's signature, title, and contact information. | 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. | <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> |
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Meal Access & Reimbursement: Verification

No Findings.

Meal Access & Reimbursement: Meal Counting & Claiming

No Findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

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| 35 | Offer versus Serve (OVS) was not implemented properly. Specifically, staff do not document a fruit component at lunch meal services during the review period or day of review. | Provided technical assistance on proper implementation of OVS and discussed with kitchen and point of service staff. Reviewed menu and discussed options for a reimbursable meal under OVS. USDA's Offer Versus Serve Manual, Effective beginning School Year 2015-2016 can be found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals tab. | <i>Please provide a written description demonstrating how OVS will be implemented properly. Additionally, please provide written assurance that moving forward, OVS will be implemented properly.</i> |
| 36 | Signage which explains what constitutes a reimbursable meal and includes the requirement to select 1/2 cup fruit or vegetable was not displayed to students at meal services. | Discussed feasible options for signage and potential content, plan for creating and posting. Printable POS Signage can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. | <i>Please provide the sign that has been displayed explaining what constitutes a reimbursable meal and includes the requirement to select 1/2 cup fruit or vegetable. Additionally, please provide written assurance that this sign will be displayed for all students to see.</i> |

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No Findings.

Resource Management

No Findings.

General Program Compliance: Civil Rights

No Findings.

General Program Compliance: SFA On-Site Monitoring

No Findings.

General Program Compliance: Local Wellness Policy

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| 37 | Potential stakeholders are not made aware of their ability to participate in the development, review, update and implementation of the Local Wellness Policy (LWP). Specifically, there has not been student involvement. | Discussed feasible means of notifying potential stakeholders of their ability to participate. Suggested that LWP committees that invite students to participate in a newsletter or poster would be a feasible mean of notification. | <i>None required at this time.</i> |
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General Program Compliance: Competitive Food Services

Not Applicable.

General Program Compliance: Professional Standards

- 38 The School Nutrition Program Director hired after July 1, 2015 did not meet the hiring standard requirement. Specifically, the listed School Food Authority does not meet the academic major in specific areas of concentration and has no food service experience.
- Referred to hiring standard requirements and discussed with appropriate district HR/school staff. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at <https://www.azed.gov/hns/nslp/training> under the Online Courses tab.
- Please provide written assurance the person selected as the School Nutrition Program Director meets the hiring standard requirements. Additionally, please provide supporting education/work experience documentation or a letter of ADE approval in response to the LEA's request for a candidate that meets the educational standards but has less than three years experience. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.*
- 39 Observation: School Nutrition Program meet the training requirements for the current school year but sufficient plans for meeting the requirements should be developed over the time span of the school year and not required to be completed in the first month of the new school year, or as needed basis.
- Discussed 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/hns/nslp/training/>. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at <https://www.azed.gov/hns/nslp/training> under the Online Courses tab.
- None required at this time.*

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

No Findings.

Other Federal Program Reviews: Afterschool Snack Program

Not Participating.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2021 if applicable.

Other Federal Program Reviews: Fresh Fruit & Vegetable Program

Not Participating.

Other Federal Program Reviews: Special Milk Program

Not Participating.

Other Federal Program Reviews: At-Risk Afterschool Meals

Not Participating.

Comments/Recommendations:

Congratulations LA PALOMA FAMILY SERVICES, INC. has completed the Administrative Review for the 2020-2021 School Year. It is evident that LA PALOMA FAMILY SERVICES, INC. is administratively taking care of documentation compliance for the School Nutrition Programs. Ensure that all required components are readily available at meal services and always document meal service daily on production records.

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.

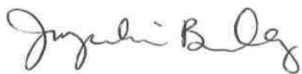
Training: In-person classes, Web-based training and How-To guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>.

Fiscal Action Assessed?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$0.00
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by January 27, 2021 to Joyce Benally at Joyce.Benally@azed.gov.



1/26/2021

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.

Equity for all students to achieve their full potential
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