



Arizona Department of Education Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: STEP UP Schools, Inc.

CTD: 07-86-34

Site: STEP UP SCHOOL

Contacts: Lynn Robershotte, Superintendent; Diane Fernichio, Dean of Students; Cara Gunn, Administrative Secretary

Review Date: December 21, 2020

Review Period: November 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. SFA over claimed by one lunch meal and one breakfast meal. November claim was updated during exit conference. This was deemed a non-systemic error 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. Suggested having two separate people total daily meal counts from rosters and then compare meal counts to ensure accuracy before transferring to daily edit check worksheet.	<i>Please provide a written description of changes to the system that have been implemented to ensure that meal service line provides an accurate meal count.</i>
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Performance Standard 2: Meal Components & Quantities- Critical Area

No findings.

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 monthly breakfast and lunch menus is not the most current USDA statement. | 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. | <i>Please provide an updated monthly menu 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 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 posters, menu boards, etc. | <i>None required at this time.</i> |
| 4 | The Local Wellness Policy (LWP) does not specify how and when a review and update of the policy is to occur. | Discussed the best setting and timeframe for the periodic review and update of the LWP as well as how this can be included in the LWP. | <i>None required at this time.</i> |

General Program Compliance: Competitive Food Services

No findings.

General Program Compliance: Professional Standards

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| 5 | The School Nutrition Program Director hired after July 1, 2015 did not complete the required 8 hours of food safety training within 30 days of being hired or within 5 years prior to hire date. | Discussed food safety training requirement. Food Safety Online Courses can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ . | <i>None required at this time. Director completed 8 hours of food safety training on 11/25/2019.</i> |
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General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

No findings.

General Program Compliance: Reporting & Recordkeeping

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| 6 | Reviewer determined the following issues with the Breakfast Taco recipe: 1) recipe provided does not list out all ingredients and amounts. Potatoes, bacon bits, and queso are listed in preparation instructions but are not listed as ingredients (including the amounts of each to use in recipe). 2) Cheddar cheese is listed as an ingredient but is not addressed in the preparation 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. Discussed updates to be made to Breakfast Taco recipe. | <i>Please provide an updated Breakfast Taco recipe.</i> |
| 7 | Reviewer determined the following issue with the Turkey & Swiss Panini recipe- 1) Swiss cheese ingredient amount listed is incorrect. The swiss cheese ingredient amount should be updated to 6 lb. 4 oz. (instead of 5 lb. 4 oz.) to reflect a serving size of 2 slices of cheese per sandwich. | 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. Discussed update to be made to Turkey & Swiss Panini recipe. | <i>Please provide an updated Turkey & Swiss Panini recipe.</i> |
| 8 | The meal contribution crediting listed on Beef Nachos recipe is incorrect. One portion credits 1 oz.eq. grain to the meal pattern, not 1.5 oz.eq grain. | 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 Beef Nachos recipe.</i> |

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

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| 9 | Outreach to families regarding the availability of the School Breakfast Program (SBP) did not indicate that school breakfast is free to all students. | Discussed methods of notifying families of the availability of the SBP at the start of and throughout the school year and determined which was most feasible. Additionally, discussed SBP reminders must include: serving times, locations where breakfast is available, and SBP costs. Additional information on the SBP can be found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals tab. | <i>Please provide a description of how households will be notified of the availability of the SBP at the beginning of and during the school year, and written assurance that this will occur. Please provide written assurance that the SBP outreach material will include the breakfast cost.</i> |
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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

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| 10 | <p>Inaccuracies were found in the September 2020 Reimbursement Request submitted via the Period 1 Completion Report:</p> <p>1. Total amount claimed was \$257.05; however, documentation provided only supports a total of \$157.90 in expenditures for September 2020. Expenditures dated 10/5/20 for \$28.57 and 10/7/20 for \$70.27 were included in the September 2020 claim; however, these expenditure should be in the October 2020 claim.</p> <p>2. Object Code 6633 - All expenditures were claimed under this object code; however, only \$129.80 in allowable expenditures were supported by documentation.</p> <p>3. Object code 6610 - No expenditures were claimed under this object code; however, documentation indicates that \$28.10 in allowable expenditures were made in this object code.</p> | <p>FFVP Coordinator reviewed the object codes allowable for FFVP and how to classify expenditures, with a focus on fresh fruit and vegetables and small supplies. Instructed the LEA on how to go about completing a Completion Report Revision in GME.</p> | <i>1. LEA must submit a Completion Report Revision to update the FFVP reimbursement request for the month of September 2020 to decrease the total amount claim and correct the errors in object codes so the reimbursement request accurately reflects the documentation for these expenditures as outlined in the review observation and findings section.</i> |
| 11 | <p>LEA did not attend or view the October 2020 FFVP Monthly Webinar.</p> | <p>FFVP Coordinator reviewed the requirement for at least one representative from each LEA participating on the program attend or view the FFVP Monthly Webinar each month to stay up to date with program updates, regulations, and guidance. FFVP Coordinator assisted the LEA in registering for the webinars in EMS.</p> | <i>LEA must review the webinar recording and slides from the October 2020 FFVP Monthly Webinar.</i> |

- 12 Proper documentation to identify the country of origin (as it pertains to the Buy American Provision) of each produce item served in FFVP was not provided. FFVP Coordinator advised LEA to keep pictures of the origin label of each produce item purchased as evidence of domestic origin. *None required at this time.*

Other Federal Program Reviews: Special Milk Program

Not applicable.

Other Federal Program Reviews: At-Risk Afterschool Meals

Not applicable.

Comments/Recommendations:

Congratulations! STEP UP Schools, Inc. 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. 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.

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 \$0

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **February 12, 2021** to Taryn Kunkel at Taryn.Kunkel@azed.gov.



1/11/2021

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.