



Arizona Department of Education Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Canyon State Academy

CTD: 07-21-07

Site: Canyon State Academy

Contacts: George Barnes, Principal; Rob Bowser, Regional Food Service Manager

Review Date: December 31, 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	Breakfast and Lunch service during the review period did not support that reimbursable meal counts are accurate. This was deemed a systemic error and contributed towards fiscal action calculations. A full recalculation of breakfasts and lunches served for the months of July, August, September, October, November, December, and January was conducted.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. SFA has conducted staff training and implemented a new process for counting and claiming meals.	<i>Changes to the procedures of meal counting and claiming have been made and a recalculation was conducted. Fiscal action calculations were assessed. No further corrective action is required at this time.</i>
2	Point of service staff and substitute point of service staff are not being trained on the meal counting and claiming system (including the backup system) on an annual basis.	Discussed the regulation that SFAs are required to conduct training for point of service staff and classroom staff so they can help students select the required food components/food items in the quantities needed for reimbursable lunches and breakfasts and the proper method of accurately counting meals. Annual training is required to meet the professional standards requirements.	<i>During recalculation of meals process, SFA provided written procedures demonstrating how point of service staff and substitute point of service staff will be trained on the meal counting and claiming system on an annual basis. Written assurance that these procedures will be followed was provided as well as a training log documenting staff who completed training. No further action is required.</i>
3	November NSLP and SBP claims listed the number of calendar days rather than the number of days meals were provided for. Specifically, the November claim indicated 30 serving days, however, Canyon State Academy did not serve/claim meals 5 days due to a closure.	Discussed that the claim should reflect the total number of days that meals were provided for rather than the number of calendar days.	<i>Please provide a written description of how Number of Days Served will be reported in future NSLP and SBP claims.</i>

Performance Standard 2: Meal Components & Quantities- Critical Area

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| 4 | 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 School Breakfast Program, 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). | <i>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.</i> |
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Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

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| 5 | The documentation sheet for all children residing in the RCCI did not contain all of the required information. Specifically, the list did not contain date of release and 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

No findings.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No findings.

Resource Management

No findings.

General Program Compliance: Civil Rights

6	Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically, process indicates the SFA and site personnel will resolve issues themselves, does not indicate which agency the complaint will be forwarded, and does not indicate complaints will be logged and kept in a central location.	Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., SA, FNSRO, FNS Office of Civil Rights, or USDA Office of Civil Rights). The SFA's procedures must note whether an allegation is made verbally or in person. The SFA staff member receiving the allegation must transcribe the complaint. The SFA's procedures for receiving a complaint cannot prevent a complaint from being accepted. Additionally, the SFA's procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA's complaint process be a prerequisite for accepting a complaint. Additional guidance can be found on ADE's website at https://www.azed.gov/hns/civilrights . The Step by Step Instruction: How to File a Civil Rights Complaint can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the How-To Guides.	<i>Please provide a written description of the updated process and procedures for processing complaints alleging discrimination which meets requirements. Additionally, the certificate of completion of Step by Step Instruction: How to File a Civil Rights Complaint must be submitted.</i>
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General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

No findings.

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

<p>7 Although advertising literature was provided for Egg patty and credited towards meal pattern, required documentation (CN label or PFS) was not provided to reviewer.</p>	<p>Discussed when processed products are used in Child Nutrition Programs to meet the meal pattern requirement, the product's contributions must be determined. CN Labels and/or Product Formulation Statements provide valuable crediting information; and only these will be accepted as proper crediting documentation. Guidance on Product Formulation Statements and CN Labels can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. The CN Labels and Product Formulation Statements Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Recorded Webinars (Program Year 2020 and Earlier).</p>	<p><i>Please provide a CN label and/or Product Formulation Statement for the Egg Patty. If unable to provide a CN label or PFS, please provide written assurance that the product will no longer be offered/served to students. 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 provided.</i></p>
<p>8 Production records for breakfast and lunch provided did not contain all required sections: Specifically, production records used/left over sections, portion size, and menu item section is not completed adequately. Ala carte column is completed but site does not sell foods or beverages.</p>	<p>Discussed required sections of production records. Parts of a Production Record Guidance can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Recorded Webinar (Program Year 2020 and Earlier) tab.</p>	<p><i>Please provide copies of completed breakfast and lunch production records for 7 consecutive days, as well as written assurance that all records will be maintained for 5 years. Additionally, the certificate of completion of Production Record Overview must be provided.</i></p>
<p>9 Published menu does not accurately reflect what is being served. Specifically, menu indicates a daily salad and deli bar that is not provided and several days during the review period included menu substitutions.</p>	<p>Discussed that although menus are subject to change, the menu should not list options that the SFA knows will not be offered.</p>	<p><i>Please provide a lunch menu and 7 days of lunch production records to support the lunch menu.</i></p>

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

No findings.

Other Federal Program Reviews: Afterschool Snack Program

<p>10 The counting system employed does not result in accurate snack counts. The reviewer could not validate counts. This contributed towards fiscal action calculations.</p>	<p>Discussed ways to improve the counting system or alter it to ensure accurate counts are submitted in the claim for reimbursement.</p>	<p><i>Please provide a written description of the system that will be implemented to ensure accurate snack counts are claimed for reimbursement.</i></p>
<p>11 Snack production records are not being completed daily and maintained for 5 years, as is required.</p>	<p>Discussed record keeping requirements of the ASP. A sample production record for the ASP 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 copies of completed Afterschool Snack Program (ASP) production records for 5 consecutive days. Additionally, please provide written assurance that all records will be maintained for 5 years.</i></p>

12 ASP claims listed the number of calendar days rather than the number of days meals were provided for. Specifically, ASP is not served/claimed on the weekends, however, serving days totals include weekends.

Discussed that the claim should reflect the total number of days that meals were provided for rather than the number of calendar days.

Please provide a written description of how Number of Days Served will be reported in future ASP claims.

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! Canyon State Academy has completed the Administrative Review in the 2020-2021 SY. I appreciate your hard work and organization throughout the AR process during this unprecedented time. Thank you for working so diligently to assure that your students are receiving nutritious meals. Best wishes for continued success!🎉

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.

Fiscal Action Assessed?

- No- SBP Yes- SBP \$3,545.94
- No- NSLP Yes- NSLP \$5,985.36

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 31, 2021 to Sandy.Fitzner@azed.gov.



17-May-21

Reviewer Signature

Date



5/17/2021

Program Director 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

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