



## Arizona Department of Education Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Pima County Juvenile Court Center

CTD: 10-10-01

Site: Pima County Juvenile Court

Contacts: Suzette Williams, Director of Detention Services & Sandra Biggs, Support Services Manager

Review Date: October 19, 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

No Findings

#### 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

Not Applicable

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**Meal Pattern & Nutritional Quality: Meal Components & Quantities**

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| 1 | Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast & lunch. | Discussed feasible options for signage and potential content, plan for creating and posting. TA was offered on Printable POS Signage found on ADE's website. | <i>Please provide a picture of the location of signs that will be displayed to students that demonstrates what constitutes a reimbursable meal at breakfast &amp; lunch. Additionally, please provide written assurance that this sign will be displayed for all students to see.</i> |
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**Resource Management**

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No Findings

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**General Program Compliance: Civil Rights**

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No Findings

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**General Program Compliance: SFA On-Site Monitoring**

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No Findings

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**General Program Compliance: Local Wellness Policy**

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No Findings

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**General Program Compliance: Competitive Food Services**

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No Findings

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**General Program Compliance: Professional Standards**

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| 2 | Full-time School Nutrition Program staff have not met the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed and documented. | Discussed 6 hour training requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training/">http://www.azed.gov/hns/nslp/training/</a> . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Courses tab. | <i>Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that full-time School Nutrition Program staff are registered for. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.</i> |
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**General Program Compliance: Water**

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No Findings

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**General Program Compliance: Food Safety, Storage and Buy American**

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| 3 | The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) based on menu documentation provided for the month & day of review: <b>Sun Cup Fruit Juices</b> . Additionally, documentation justifying a Buy American exception was not maintained/on file. | Discussed the Buy American provision requirements and procedures to ensure compliance. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document was discussed & can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Operational tab. | <i>Please provide a written description of the changes that have been made to procurement and recordkeeping procedures to ensure that the requirements of the Buy American Provision are met. Additionally, provide an up to date Buy American exception document for Sun Cup Fruit Juices.</i> |
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**General Program Compliance: Reporting & Recordkeeping**

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| 4 | Observed Site application in CNPWeb indicated that SFA is serving Ungraded participants within NSLP when the SFA is servicing grades 9-12. | Discussed steps required to update sponsor application in CNPWeb to reflect current practice | <i>Please resubmit a site/sponsor application indicating that PCJCC is servicing grades 9-12. Additionally, please provide written assurance that the sponsor application in ADE's CNPWeb will accurately reflect current practices.</i> |
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**General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach**

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No Findings

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**Other Federal Program Reviews: Afterschool Snack Program**

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No Findings

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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2021 if applicable.

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**Other Federal Program Reviews: Fresh Fruit & Vegetable Program**

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Not Applicable

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**Other Federal Program Reviews: Special Milk Program**

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Not Applicable

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**Other Federal Program Reviews: At-Risk Afterschool Meals**

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Not Applicable

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Comments/Recommendations:

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Thank you for your participation & patience through the SY 2021 NSLP Administrative review! Keep up the good work. If you have any questions, please do not hesitate to contact me.

**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?

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|--|------------------------------------|
| <input checked="" type="checkbox"/> No- SBP  | <input type="checkbox"/> Yes- SBP  |
| <input checked="" type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by December 9, 2020 to at [Brandon.Estrada@azed.gov](mailto:Brandon.Estrada@azed.gov) or 1535 W Jefferson St. Bin #7 Phoenix, Arizona 85007



11/16/2020

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 Procedure for the Administrative Review](#) found on the National School Lunch Program Administrative Review tab on the ADE website.

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