



**Arizona Department of Education
Health and Nutrition Services Division**

Administrative Review Summary Report

School Food Authority Name: Yuma County Juvenile Court Center

CTD: 14-10-01

Site: Yuma County Juvenile Court Center

Contacts: Tim D. Hardy, Juvenile Court Director / Stephanie Buthmann, Detention Supervisor

Review Date: Exit Conference 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
-----	--------------------------------	-------------------------------	----------------------------

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

1	Unallowable milk type, 2% unflavored white, was served and fluid milk was not available in at least two varieties at breakfast and lunch for the day of review and review period. This was not determined to be a repeat finding from cycle two.	Discussed variety requirement and feasible options for compliance. Allowable milk varieties are fat-free unflavored, fat-free flavored, 1% unflavored and 1% flavored. Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).	<i>Please provide one week of breakfast and lunch production records that demonstrate that fluid milk was available in at least two allowable varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two approved varieties at breakfast and lunch.</i>
---	--	--	---

2 Quantities observed on the day of review and during the review period did not meet minimum amounts required by the meal pattern. Sliced cheese, tortilla chips, mechanically separated chicken, and cereal did not have proper documentation and could not be credited. This was not determined to be a repeat finding from cycle two.

Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Meal pattern requirements for the National School Lunch Program - AND- National School Breakfast Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern. The Step by Step Instruction: How to Plan a Lunch Menu -AND- 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/trainingps/online/>. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/trainingps/snparchivedwebinars/>. 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 meat/meat alternate and whole 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 and Step by Step Instruction: How to Plan a Breakfast Menu must be submitted.

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.

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

Not Applicable.

General Program Compliance: Local Wellness Policy

- | | | | |
|---|--|---|---|
| 3 | The review and update of the LWP, as specified in the policy itself, is not occurring nor is documentation being kept on file to support this. | Discussed why the review and update is not occurring and what can be done to ensure this occurs as specified in the LWP. Discussed maintaining records to document compliance. | <i>None required at this time.</i> |
| 4 | <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. | 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. | <i>None required at this time. Yuma County JCC will complete their assessment by June 30, 2021.</i> |

General Program Compliance: Competitive Food Services

Not Applicable.

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

- 5 The following products could not be credited towards the meal pattern due to insufficient documentation: Sliced cheese, tortilla chips, mechanically separated chicken, and cereal. Without sufficient documentation, the reviewer was unable to determine if the meat / meat alternate quantity requirements and whole grain requirements were met. This was not determined to be a repeat finding from cycle two.
- Discussed requirements regarding processed product documentation and provided examples. Guidance on Product Formulation Statements and CN Labels can be found on ADE's website under the *Processed Product Documentation* section found at www.azed.gov/hns/nslp/mealpattern. USDA Food Fact Sheets can be found on USDA's website at 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/trainings/snparchivedwebinars/>. 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 the sliced cheese, tortilla chips, mechanically separated chicken, and cereal. 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.*

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! Yuma County Juvenile Court Center has completed the Administrative Review in the 2020-21 school year. Thank you for your cooperation and hospitality during the review process. Please continue to keep up the great work!

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
 No- NSLP Yes- NSLP

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by December 15, 2020 to Walter.Jacobson@azed.gov .



11/18/2020

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.

Kathy Hoffman, Superintendent of Public Instruction
1535 West Jefferson Street, Phoenix, Arizona 85007 • (602) 542-8700 • www.azed.gov
This institution is an equal opportunity provider.

]