



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

Administrative Review Summary Report

School Food Authority Name: Arizona Cultural Academy

CTD: 07-20-06

Site: Arizona Cultural Academy

Contacts: Helen Yan, Director & Christine McGee, Principal

Review Date: December 8, 2021

Review Period: November, 2021

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

Not applicable.

Performance Standard 1: Meal Counting & Claiming - Critical Area

No findings.

Performance Standard 2: Meal Components & Quantities - Critical Area

<p>1 Meal pattern requirements were not met due to the implementation of COVID-19 safety protocols requiring modified meal service operations and the SFA did not provide supporting documentation for utilizing the waiver at lunch for age/grade groups.</p>	<p>SFA indicated participating in the Nationwide Waiver to Allow Specific School Meal Pattern Flexibility for School Year 2021-2022 in their NSLP Sponsor application. Additionally, the SFA will need to provide documentation supporting use of the age/grade group waiver during lunch service. Referred to HNS 30-2021 Guidance on the Use of the School Year 2021-2022 Meal Pattern Waiver found on ADE's website at https://www.azed.gov/hns/memos.</p>	<p><i>Please provide a written explanation of meal service operation for utilizing the meal pattern waiver for age/grade group during lunch. Additionally, provide written assurance that you will retain documentation to justify that the meal pattern flexibilities used were needed due to either the implementation of COVID-19 safety protocols requiring modified meal service operations or supply chain disruptions.</i></p>
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| <p>2 Meal pattern requirements were not met due to supply chain disruptions and the SFA did not provide supporting documentation for utilizing the meal pattern waiver at breakfast.</p> | <p>SFA indicated participating in the Nationwide Waiver to Allow Specific School Meal Pattern Flexibility for School Year 2021-2022 in their NSLP Sponsor application. Additionally, the SFA will need to provide supporting documentation for serving a non-whole grain rich danish at breakfast during the week of review. Referred to HNS 30-2021 Guidance on the Use of the School Year 2021-2022 Meal Pattern Waiver found on ADE's website at https://www.azed.gov/hns/memos.</p> | <p><i>Please provide supporting documentation for serving a non-whole grain rich item at breakfast during the week of review. Additionally, provide written assurance that you will retain documentation to justify that the meal pattern flexibilities used were needed due to either the implementation of COVID-19 safety protocols requiring modified meal service operations or supply chain disruptions.</i></p> |
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Performance Standard 2: Dietary Specifications & Nutrient Analysis - Critical Area

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

Not applicable.

Meal Access & Reimbursement: Verification

Not applicable.

Meal Access & Reimbursement: Meal Counting & Claiming

No findings.

<p>Discussed that the SFSP meal counting sheet doesn't need to be used with the clicker. The totals can just be entered into the daily edit check worksheet directly.</p>	<p>None required.</p>
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Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No findings.	Discussed using the preschool meal pattern in the future and ensuring that menus and production records are age appropriate. Additional resources for the updated preschool meal pattern can be found at https://www.azed.gov/hns/cacfp/programs/forms/ .	None required.
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Resource Management

No findings.

General Program Compliance: Civil Rights

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| 3 | The public/media release was not provided to local media, the unemployment office and local employers considering large layoffs. | Discussed that schools operating SSO must provide public notification regarding the availability of school meals and the eligibility criteria at or near the beginning of the school year. For SY 2021-2022, schools participating in SSO should notify households that meals will be offered free through SSO. Referred to HNS 17-2021 & SP 15-2021 (Q10). Additionally, referred to the media release template that can be found on ADE's website at https://www.azed.gov/hns/nsfp/forms under the Outreach tab. | <i>Please provide written procedures for distributing the public/media release and written assurance that the public/media release will be submitted to the local media, the unemployment office and local employers considering large layoffs prior to the start of each school year.</i> |
| 4 | The USDA nondiscrimination statement was not printed on the medical 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 medical statement with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials will contain the appropriate nondiscrimination statement.</i> |

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| 5 | Medical statement for students with special dietary accommodations includes "Diagnosis requiring diet modification." | Referred to SP 26-2017: Accommodating Disabilities in the School Meal Programs: Guidance and Questions and Answers (Q&As), question 15, the State agency or SFA may not require that the written medical statement provide a specific diagnosis by name or use the term "disabled" or "disability." Additionally, discussed updating Special Dietary Needs Form to include the language "a physical or mental impairment that restricts the child's diet" as outlined in policy memorandum SP 59-2016: Modifications to Accommodate Disabilities in the School Meal Programs. Step-by-Step Instruction: How to Complete the Medical Statement for Students with Special Dietary Accommodations can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library tab. | <i>Please provide a copy of the updated Medical Statement for Students with Special Dietary Accommodations.</i> |
| 6 | The medical statement for students with special dietary accommodations does not include the ability for State Licensed Healthcare Professionals to complete and sign the form. | For purposes of Child Nutrition Programs, only a "Licensed Healthcare Professional" is permitted to complete and sign a medical statement for meal accommodations in the Child Nutrition Programs. The seven medical professionals listed are permitted to complete and sign a medical statement for meal accommodations in the Child Nutrition Programs administered in Arizona. (HNS# 11-2015): Dentists, Homeopathic Physicians, Naturopathic Physicians, Nurse Practitioners, Osteopathic Physicians, Physician Assistants, and Physicians. The ADE template can be found at https://www.azed.gov/hns/nslp/forms under the Operational tab. | <i>Please provide a copy of the updated Medical Statement for Students with Special Dietary Accommodations.</i> |

General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

7 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 exterior vending machines, posters, menu boards, coolers, trash cans and cups used for beverage dispensing. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Tab.	<i>None required at this time.</i>
8 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. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Tab.	<i>None required at this time.</i>
9 The Local Wellness Policy (LWP) did not contain nutrition guidelines for all foods and beverages sold to students on the school campus during the school day.	Discussed revising LWP to include nutrition guidelines for all foods and beverages sold to students that meet Federal regulations. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Tab.	<i>Please provide a written plan for how the missing elements of the LWP will be included. The plan should include draft language of the element(s) to be added, who will be involved in updating the LWP and the date the update is expected to be completed. Additionally, provide written assurance that the Local Wellness Policy will be specific to your institution.</i>
10 The Local Wellness Policy (LWP) did not contain nutrition standards for all foods and beverages provided, but not sold , to students on the school campus during the school day.	Discussed revising LWP to include with nutrition standards for all foods and beverages provided, but not sold, to students. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Tab.	<i>Please provide a written plan for how the missing elements of the LWP will be included. The plan should include draft language of the element(s) to be added, who will be involved in updating the LWP and the date the update is expected to be completed. Additionally, provide written assurance that the Local Wellness Policy will be specific to your institution.</i>

General Program Compliance: Competitive Food Services

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| 11 Foods and beverages sold to students in grades K-8 and 9-12 during the school day do not meet Smart Snacks standards: Cheddar Sour cream Ruffles & Baked Cheetos, Chex Mix Snax Mix, Sabritas Peanuts, Snyders Pretzels, Nature Valley Protein Peanut Butter Dark Chocolate Chewy Bars, Pepperidge Farm Goldfish Cheddar Crackers. | Discussed Smart Snacks requirements for grades K-8 and 9-12 and why the products did not meet standards. The Alliance for a Healthier Generation Smart Snacks Product Calculator can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational tab. Smart Snacks Summary Chart and additional resources can be found on USDA's website at https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks . The Online Course: Smart Snacks and Competitive Foods Standards in Arizona can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Courses tab. | <i>The vending machine was removed by the day of review. Please provide written assurance that products sold in the future will meet Smart Snacks standards.</i> |
| 12 Beverages sold in the vending machine do not meet the requirements for the youngest grade that has access to them: Powerade Zero & Propel Flavored Water. | Discussed Smart Snacks beverage standards for middle versus high school grades. The Alliance for a Healthier Generation Smart Snacks Product Calculator can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational tab. Smart Snacks Summary Chart and additional resources can be found on USDA's website at https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks . | <i>The vending machine was removed by the day of review. Please provide written assurance that products sold in the future will meet Smart Snacks standards.</i> |

General Program Compliance: Professional Standards

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| 13 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 hiring standards and the food safety hours required. Food Safety Online Courses can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ . | <i>Please provide the expected date that 8 hours of food safety training will be completed by the School Nutrition Program Director.</i> |
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General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

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| 14 | Temperature logs for food storage areas are not being maintained. | Discussed requirements for maintaining temperature logs for all food areas, including dry storage. Temperature logs for food storage areas must be maintained for 6 months. Monitoring forms can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety tab. | <i>Please provide a copy of the temperature log that will be used for food storage areas as well as written assurance that logs will be kept daily and maintained on-file for 6 months.</i> |
| 15 | The written food safety plan did not include adequate SOPs for the afterschool snack program. | Discussed sample SOPs for afterschool snack found in the Prototype Food Safety Plan on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety tab. | <i>Please provide a copy of the SOPs that will be added to the written food safety plan.</i> |

General Program Compliance: Reporting & Recordkeeping

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| 16 | Production records for breakfast and lunch did not include total number of reimbursable meals for the week of review. | Discussed required sections of production records and including total number of reimbursable meals. Production Record Templates can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. The Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library tab. | <i>SFA started documenting the number of reimbursable meals on the production records on the day of review. Please provide written assurance that production records will be completed accurately, as well as written assurance that all records will be maintained for 5 years.</i> |
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General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach

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| 17 | Outreach to families regarding the availability of the School Breakfast Program (SBP) was not conducted during the school year. | Discussed methods of notifying families of the availability of the SBP throughout the school year, in addition to the beginning of the year. Additionally, SBP reminders must include: serving times, locations where breakfast is available, and SBP costs. | <i>Please provide a written description of how households will be notified of the availability of the SBP during the school year, and written assurance that this will occur.</i> |
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Other Federal Program Reviews: Afterschool Snack Program

No findings.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2022 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 on completing the Administrative Review! Thank you for your hard work and cooperation during this process. You are doing a wonderful job implementing the School Nutrition Programs and it was a pleasure visiting your school. Please 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 <https://www.azed.gov/hns/nslp/forms> under the Calendars and Checklists tab.

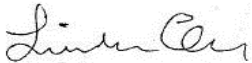
Training: In-person classes, web-based training and How-To guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>.

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

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **February 1, 2022** to Lindsey.Cler@azed.gov.



12/29/2021

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.

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