



Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Vail Unified District
CTD: 10-02-20
Sites: Cottonwood Elementary School, Mica Mountain High, and Old Vail Middle School

Contacts: Michelle Quiroz, Director of Finance & John Carruth, Superintendent

Review Date: December 13-15, 2021

Review Period: November 2021

Programs Reviewed: [x] National School Lunch [x] School Breakfast [] Afterschool Snack
[] Fresh Fruit & Vegetable [] Special Milk [] At-Risk Afterschool Meals

Table with 3 columns: No., Review Observations & Findings, Technical Assistance Provided, Required Corrective Action

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

Table with 3 columns: No., Review Observations & Findings, Technical Assistance Provided, Required Corrective Action. Row 1: 1 On the day of review, it was observed that 12 meals counted for reimbursement did not contain all of the required meal components during lunch at Old Vail Middle School. This contributed toward fiscal action calculations. Discussed how current system allowed for this to happen and potential changes that could be made at the POS to ensure it doesn't continue. Please provide a written description of the changes that have been made to ensure that all meals counted for reimbursement contain all of the required meal components.

Performance Standard 2: Dietary Specifications & Nutrient Analysis - Critical Area

Not Applicable

Meal Access & Reimbursement: Certification & Benefit Issuance

Not Applicable

Meal Access & Reimbursement: Verification

Not Applicable

Meal Access & Reimbursement: Meal Counting & Claiming

No Findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

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| 2 | Staff at Mica Mountain High were not properly trained on OVS during breakfast. | Provided technical assistance on proper implementation of OVS and discussed having a refresher training for staff specific to their breakfast menu. USDA's Offer Versus Serve Manual, Effective beginning School Year 2015-2016 can be found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals tab. | <i>Please provide a written description demonstrating how staff will receive additional training on OVS during breakfast service.</i> |
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Meal Pattern & Nutritional Quality: Meal Components & Quantities

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| 3 | Lunch service at Old Vail Middle was not structured so that all vegetables were easily accessible to students who were served meals at the snack bar. | Discussed re-structuring meal service so that all vegetables are easily available for all students, even if they are getting their meal at the snack bar. | <i>Please provide a written description of the changes that have been made to ensure that all vegetables are available at all points of service.</i> |
| 4 | Lunch service at Mica Mountain High was not structured so that all vegetables were easily accessible to students who were served meals at the grab and go cart. | Discussed re-structuring meal service so that all vegetables are easily available for all students, even if they are getting their meal at the grab and go cart. | <i>Please provide a written description of the changes that have been made to ensure that all vegetables are available at all points of service.</i> |

Resource Management

No Findings.

General Program Compliance: Civil Rights

No Findings.

General Program Compliance: SFA On-Site Monitoring

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| 5 | The incorrect on-site monitoring form was used for all sites for lunch. | The SFSP Site Review form was used instead of the National School Lunch Program Monitoring Form. Discussed requirement to complete the on-site monitoring by February 1st. The template can be found on ADE's website at: https://www.azed.gov/hns/nslp/forms under the Operational tab. | <i>Please provide a completed On-Site Monitoring Form for lunch at Cottonwood Elementary School, Mica Mountain High, and Old Vail Middle School.</i> |
| 6 | The incorrect on-site monitoring form was used for all sites for breakfast. | The SFSP Site Review form was used instead of the School Breakfast Program Monitoring Form. Discussed requirement to complete the on-site monitoring for 50% of sites by February 1st. The template can be found on ADE's website at: https://www.azed.gov/hns/nslp/forms under the Operational tab. | <i>Please provide a completed On-Site Monitoring Form for breakfast at Cottonwood Elementary School, Mica Mountain High, and Old Vail Middle School.</i> |

General Program Compliance: Local Wellness Policy

No Findings.

General Program Compliance: Competitive Food Services

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| 7 | Beverages sold to students at Old Vail Middle School during the school day do not meet Smart Snacks standards: Gatorade Zero and G2 | Discussed Smart Snacks requirements for grades K-8 and why beverages 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>Please provide written procedures for assessing whether a product meets Smart Snacks standards and written assurance that Gatorade will no longer be served or sold during the school day and that Smart Snacks standards will be adhered to.</i> |
| 8 | Foods sold to students at Mica Mountain High during the school day do not meet Smart Snacks standards:
Ruffles Cheddar and Sour Cream, Flavor blasted goldfish – hot and spicy cheddar, Quakers cheddar minis, Simply chex cheddar, Beef jerky, CheezIts, Baked Regular Cheetos, Baked Flaming Hot Cheetos. | Discussed Smart Snacks requirements for grades 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 can be found on USDA's website at https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks/ . | <i>Please provide written procedures for assessing whether a product meets Smart Snacks standards and written assurance that those snacks will no longer be sold during the school day and that Smart Snacks standards will be adhered to.</i> |

General Program Compliance: Professional Standards

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| 9 | The hiring documentation was not provided for the FSMC School Nutrition Program Director hired after July 1, 2015. | Discussed hiring requirements and referred to hiring tracker for directors form on ADE's website at https://www.azed.gov/hns/nslp/forms under the Professional Standards tab. | <i>Corrective action has been submitted. No further corrective action needed.</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

No Findings.

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 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. All of the staff are doing a wonderful job implementing the School Nutrition Programs and it was a pleasure visiting your schools. 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 | \$51.81 |
| <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 11, 2022 to Lindsey.Cler@azed.gov.



January 12, 2022

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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