



## Arizona Department of Education Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: CAFA, Inc. dba Learning Foundations and Performing Arts Alta Mesa

CTD: 07-85-65

Site(s): Learning Foundation and Performing Arts Alta Mesa

Contacts: Evelyn Taylor, CAFA Inc. District Superintendent & Linda Wright, District Director

Review Date: January 26, 2022

Review Period: December 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

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|---|---|--|--|
| 1 | Meals served to pre-K students did not meet meal pattern requirements. Specifically, flavored chocolate milk was served to preschool students during the review period at lunch. This is not a repeat finding and will not count toward fiscal action calculations. | Discussed the updated preschool meal pattern. Specifically, that flavored milk is not allowable. Referred to SP 01-2018 Updated Infant and the updated preschool meal patterns in the National School Lunch Program and School Breakfast Program; Questions and Answers. CACFP Meal Pattern can be found on ADE's website at <a href="https://www.azed.gov/hns/cacfp">https://www.azed.gov/hns/cacfp</a> under the Meal Pattern accordion. | <i>Please provide one week of lunch production records that demonstrate that allowable fluid milk was served to preschool students.</i>  |
| 2 | An unallowed milk type was served during the week of review. Specifically, whole milk was served two days at breakfast. This was not a repeat finding and did not contribute towards fiscal action calculations.  | Allowable milk varieties are fat-free unflavored, fat-free flavored and 1% unflavored. 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 production records that demonstrate that fluid milk was available in at least two varieties and the allowable milk types were offered. Additionally, please provide written assurance that fluid milk will always be available in at least two allowed varieties at breakfast.</i> |

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

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No Findings

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**Meal Access & Reimbursement: Certification & Benefit Issuance**

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Not Applicable

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**Meal Access & Reimbursement: Verification**

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Not Applicable

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**Meal Access & Reimbursement: Meal Counting & Claiming**

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No Findings

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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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No Findings

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

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No Findings

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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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|---|--|---|--|
| 3 | The public/media release provided to local media, the unemployment office and local employers considering large layoffs did not contain all required sections. Specifically, the table for Federal Eligibility Income. | Discussed 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 template release that 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 Outreach tab. | <i>Please provide written procedures for distributing the public/media release and written documentation 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> |
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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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No Findings

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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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No Findings

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**General Program Compliance: Reporting & Recordkeeping**

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|---|---|--|---|
| 4 | Production record crediting and recipe crediting are inconsistent. The production record and recipe for spaghetti with meat sauce were not accurate. The meat sauce and cheese credits as 3.75oz eq and the SFA production record and recipe indicates 3oz eq.  | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at <a href="https://www.azed.gov/hns/nsip/forms">https://www.azed.gov/hns/nsip/forms</a> under the Menu Planning tab. | <i>Please provide updated recipes and production records with consistent crediting.</i> |
| 5 | Production record crediting and recipe crediting are inconsistent. The production record and recipe at breakfast service Scrambled egg and cheese burrito were not accurate. The egg and cheese credits as 3oz eq M/Ma and the SFA production record indicates 0oz eq while the recipe indicated 3 oz eq. | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at <a href="https://www.azed.gov/hns/nsip/forms">https://www.azed.gov/hns/nsip/forms</a> under the Menu Planning tab. | <i>Please provide updated recipes and production records with consistent crediting.</i> |

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

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Not Applicable

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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 2022 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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Congratulations! CAFA, Inc. dba Learning Foundation and Performing Arts Alta Mesa has completed their Administrative Review for School Year 2021-2022 Thank you for your hospitality and accommodations. It is recommended that the critical areas (Meal Components and Quantities) are monitored internally to ensure ongoing compliance.

**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?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$0.00
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **March 26, 2022** to [Danielle.Kirksey@azed.gov](mailto:Danielle.Kirksey@azed.gov).

Originally Signed	<u>2/24/2022</u>
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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