



**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 Gilbert

CTD: 07-85-64

Site(s): Learning Foundations and Performing Arts Gilbert

Contacts: Evelyn Taylor, Executive Director & Linda Wright, District Director

Review Date: January 25, 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 | Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly red/orange vegetable quantities were not met for grades 9-12 at lunch (only 3/4 cup red/orange vegetable was served when 1 1/4 cup is required). This was determined to be a repeat finding from cycle two and contributed towards fiscal action calculations. | Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (increasing red/orange vegetable portions for grades 9-12, offering more re/orange vegetables throughout the week, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at https://www.azed.gov/hns/nslp under the Meal Pattern tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents). | <i>Please provide a written description of the changes that have been made to ensure that weekly red/orange vegetable quantities meet minimum amounts required by the meal pattern for grades 9-12 at lunch. Additionally, please provide one week of 9-12 lunch production records reflecting the changes made to meet meal pattern requirements.</i> |
| 2 | Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, daily vegetable quantities were not met for grades 9-12 at lunch. This was determined to be a repeat finding from cycle two and contributed towards fiscal action calculations. | Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., increasing vegetable portions for grades 9-12, offering multiple vegetable options each day, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at https://www.azed.gov/hns/nslp under the Meal Pattern tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents). | <i>Please provide a written description of the changes that have been made to ensure that daily vegetable quantities meet minimum amounts required by the meal pattern for grades 9-12 at lunch. Additionally, please provide one week of 9-12 lunch production records reflecting the changes made to meet meal pattern requirements.</i> |

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| <p>3 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly vegetable quantities were not met for grades 9-12 at lunch (3 3/4 cups were provided when 5 cups are required). This was determined to be a repeat finding from cycle two and contributed towards fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., increasing vegetable portions for grades 9-12, offering more vegetables throughout the week, etc). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at https://www.azed.gov/hns/nslp under the Meal Pattern tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that weekly vegetable quantities meet minimum amounts required by the meal pattern for grades 9-12 at lunch. Additionally, please provide one week of 9-12 lunch production records reflecting the changes made to meet meal pattern requirements.</i></p> |
| <p>4 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly fruit quantities were not met for grades 9-12 at lunch (2 1/2 cups were provided when 5 cups are required). This was determined to be a repeat finding from cycle two and contributed towards fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue e.g., increasing fruit portions for grades 9-12, offering more fruit throughout the week, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at https://www.azed.gov/hns/nslp under the Meal Pattern tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that weekly fruit quantities meet minimum amounts required by the meal pattern for grades 9-12 at lunch. Additionally, please provide one week of 9-12 lunch production records reflecting the changes made to meet meal pattern requirements.</i></p> |

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| <p>5 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, daily fruit quantities were not met for grades 9-12 at lunch (1/2 cup was provided when 1 cups is required).. This was determined to be a repeat finding from cycle two and contributed towards fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., increasing fruit portions for grades 9-12, offering multiple fruit options each day, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at https://www.azed.gov/hns/nslp under the Meal Pattern tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that daily fruit quantities meet minimum amounts required by the meal pattern for grades 9-12 at lunch. Additionally, please provide one week of 9-12 lunch production records reflecting the changes made to meet meal pattern requirements.</i></p> |
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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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| 6 | Signage which explains what constitutes a reimbursable meal and includes the requirement to select 1/2 cup fruit or vegetable was not displayed to students at breakfast. Specifically, reimbursable meal signage displayed at breakfast on the day of review instructed students to take a minimum of 1 cup of fruit. | Discussed feasible options for signage and potential content, plan for creating and posting. Also discussed further training opportunities on Offer Versus Serve. Printable POS Signage can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. | <i>The reimbursable meal signage was updated on-site. No further corrective action is required at this time.</i> |
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Meal Pattern & Nutritional Quality: Meal Components & Quantities

No Findings.

Resource Management

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| 7 | Catering expenses are incorrectly placed under Food Service Management Company expenses on the Annual Financial Report (AFR). | Discussed what a FMSC is and that the SFA utilizes a catering company. | <i>Revise the AFR to reflect catering expenses listed as an "other foods" expense. Additionally, provide a copy of the updated AFR upon completion. Additionally, describe the steps that will be taken to ensure that the AFR is completed accurately.</i> |
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General Program Compliance: Civil Rights

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| 8 | 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 https://www.azed.gov/hns/nslp/forms under the Outreach tab. | <i>Corrected on site. The updated media release needs to be sent out to local media, the unemployment office and local employers considering large layoffs prior to the beginning of next school year.</i> |
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General Program Compliance: SFA On-Site Monitoring

No Findings

General Program Compliance: Local Wellness Policy

No Findings

General Program Compliance: Competitive Food Services

No Findings

General Program Compliance: Professional Standards

No Findings

General Program Compliance: Water

No Findings

General Program Compliance: Food Safety, Storage and Buy American

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| 9 | Although a copy of the written food safety plan was available digitally, it was not easily accessible during meal preparation and service. | Discussed that the written food safety plan should be easily available at each food preparation and food service site and that staff should be aware of its existence. | <i>Corrected on site, no further action needed.</i> |
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General Program Compliance: Reporting & Recordkeeping

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| 10 | Production record crediting and recipe crediting are inconsistent. Production record and recipe at lunch service spaghetti w/ meat sauce were not accurate. The meat sauce and cheese credits as 3.75 oz eq and the SFA production record and recipe indicates 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 https://www.azed.gov/hns/nsfp/forms under the Menu Planning tab. | <i>Please provide updated recipes and production records with consistent crediting.</i> |
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| <p>11 Lunch production records provided do not indicate different portion sizes for different grade groupings. Specifically, lunch production records provided did not separate grades 7-8 from grades 9-12.</p> | <p>Discussed using Production Record for Multiple Grade Groupings found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. 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.</p> | <p><i>Please provide copies of completed lunch Production Record for Multiple Grade Groupings for 5 consecutive days. Additionally, the certificate of completion of Production Record Overview must be provided.</i></p> |
| <p>12 Lunch production records for 12/10 do not accurately reflect what is being served at all sites. Specifically, romaine salad documented on production record. Broccoli was served and production record was not updated.</p> | <p>Discussed the importance of the production record being accurate for crediting and food quantity purposes.</p> | <p><i>Please provide written description of changes that have been made to the process of completing production records. Including the steps taken to ensure production records are consistent with recipe and menus.</i></p> |
| <p>13 Production records did not accurately reflect what was served on the day of review. Specifically, the production record indicates that ½ cup baby carrots were served when it was observed that 1 cup baby carrots was served.</p> | <p>Discussed importance of completing the production record to accurately reflect what was served and how meal pattern requirements were met. 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.</p> | <p><i>Please provide a written description of changes that have been made to the process of completing production records including steps taken to accurately reflect the portion sizes provided.</i></p> |

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:

Thank you for your organization and cooperation during the Administrative Review for the 2021-2022 school year.

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?

- No- SBP Yes- SBP
 No- NSLP Yes- NSLP

\$0.00
\$7374.29

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by March 31, 2022 to Danielle Kirksey at Danielle.Kirksey@azed.gov.

Originally Signed 2/24/2022
Reviewer Signature Date

 2/24/2022
Program Director 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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