



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

Administrative Review Summary Report

School Food Authority Name: Chandler Unified District #80

CTD: 07-02-80

Sites: Chandler Boys & Girls Club, Hartford Sylvia Encinas Elementary, ICAN, John & Carol Carlson Elementary, Perry High School, Robert and Danell Tarwater Elementary, Santan Elementary, and Willie & Coy Payne Jr. High

Contacts: Frank Narducci, Superintendent & Audri Knutson, Food and Nutrition Assistant Director

Review Date: January 24-27, 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
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			
	No findings.		
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.		
Meal Pattern & Nutritional Quality: Offer Versus Serve			
	No findings.		
Meal Pattern & Nutritional Quality: Meal Components & Quantities			
	No findings.		

Resource Management

No findings.

General Program Compliance: Civil Rights

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| 1 | The medical statement for students with special dietary accommodations does not include the ability for all 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>An updated medical statement has been provided. No further corrective action required.</i> |
| 2 | The USDA nondiscrimination statement was not printed on the medical statement. | Discussed that the nondiscrimination statement needs to be included on all program materials, which can be found on ADE's website at https://www.azed.gov/hns/civilrights . | <i>An updated medical statement has been provided. Additionally, please provide written assurance that all program materials will include the nondiscrimination statement.</i> |

General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

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| 3 | 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> |
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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

No findings.

General Program Compliance: Reporting & Recordkeeping

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| 4 | The vegetable serving size was incorrect on production records. Specifically, at Perry High School during lunch and Hartford Sylvania Encinas Elementary during At-Risk Supper, the serving size of the carrots was recorded as 3/8c when it should have been 1/2c. | Confirmed correct serving size with SFA and discussed ensuring that the serving size is accurately represented on the production records. | <i>Please provide a written description of the changes that have been made to ensure the correct portion size is indicated on the production records.</i> |
| 5 | Preschool students utilize a separate lunch menu, however, separate production records for preschool students are not maintained at Hartford Sylvania Encinas Elementary. | Discussed that preschool students should have their own production records or notate the items specific to preschool students on the K-6th production records. Also discussed the option to comingle the preschoolers with the other grades and serve the same meal pattern. Refer to SP 01-2018 Updated Infant and the updated preschool meal patterns in the National School Lunch Program and School Breakfast Program under Memos:
https://www.azed.gov/hns/memos | <i>Please provide a written description demonstrating how the updated preschool meal pattern will be recorded on production records or if you decide to comingle the preschool students.</i> |

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

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| 6 | Fresh Fruit and Vegetable Program (FFVP) expenditures for Chandler Unified District were claimed under the incorrect object codes. Specifically, benefits were claimed under salaries instead of their own object code. | Discussed which costs should be recorded under which object codes. Refer to the SY 2021-2022 Annual Training for the Fresh Fruit and Vegetable Program sent to all FFVP operators at the beginning of the program year for object codes. | <i>Please provide a written description of the changes that have been made to categorizing expenditures on the monthly claim to ensure expenditures are claimed under the correct object codes. Additionally, please provide written assurance that expenditures will be claimed under the correct objects codes moving forward.</i> |
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Other Federal Program Reviews: Special Milk Program

Not applicable.

Other Federal Program Reviews: At-Risk Afterschool Meals

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| 7 | Production records do not support that all At-Risk snacks counted for reimbursement contained two allowable components. Specifically, a cookie was served at John & Carol Carlson Elementary on 12/10/21. This contributed towards fiscal action calculations. | Discussed that grain-based desserts are not allowed to be served during At-Risk snack. The meal pattern table can be found on ADE's website at https://www.azed.gov/hns/afterschool under the Meal Pattern tab. Step-by-Step Instruction: | <i>Please provide a written description of the changes that have been made to ensure two allowable components are offered during At-Risk snack. Additionally, please provide written assurance that the At-Risk Afterschool Meals meal pattern will be adhered to at all times.</i> |
| 8 | The claim submitted for the review period was not supported by the At-Risk meal counts at John & Carol Carlson Elementary and Perry High School. | The original At-Risk claim submitted for December did not match the meal counts. The SFA caught this issue before the review and submitted a revised claim, which was supported by the meal counts so no fiscal action was assessed. | <i>Please provide a written description of the system that will be implemented to ensure accurate At-Risk meal counts are claimed for reimbursement.</i> |

Comments/Recommendations:

Congratulations on completing the Administrative Review! Thank you for your hard work and cooperation during this process. It was a pleasure visiting all of your schools and seeing what a great job all of your staff are doing and the amount of delicious meals being served. You are all doing a wonderful job implementing the School Nutrition Programs and successfully navigating all of the current challenges. 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.

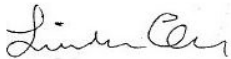
Training: In-person classes, web-based training and How-To guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>.

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 | \$50.00 |
| <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 March 16, 2022 to Lindsey.Cler@azed.gov.



2/16/2022

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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