



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

**Administrative Review Summary Report**

School Food Authority Name: Noah Webster Schools - Mesa

CTD: 07-89-20

Site(s): Noah Webster Schools - Mesa

Contacts: Jessica Friedermann, Principal / Rebecca Alvarado, Food Service Director

Review Date: 1/20/2022

Review Period: December 2022

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**

1	The meal count total for lunch for the review period was not correctly transferred to the December claim for reimbursement. This was deemed a non-systemic error and contributed toward 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.	<i>Please provide a written description of changes to the system that have been implemented to ensure that meal counts are accurately consolidated and recorded on the claim for reimbursement.</i>
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**Performance Standard 2: Meal Components & Quantities - Critical Area**

2	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, on two days during the week of review, 3/8 cup fruit was served at lunch which did not meet the minimum daily requirement of 1/2 cup. This was determined not to be a repeat finding from previous cycle and will not contribute toward 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. Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern tab. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library 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 fruit quantities meet minimum amounts required by the meal pattern.</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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No findings

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**Meal Access & Reimbursement: Verification**

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No findings

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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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No findings

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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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| 3 | The Local Wellness Policy (LWP) did not contain goals for nutrition education. | Discussed developing a LWP with goals for nutrition education. Discussed nutrition education activity ideas which included integrating nutrition into health education classes, promoting skill development and integrating nutrition into core subjects. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> 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> |
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| 4 | 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 <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Tab. | <i>None required at this time.</i> |
| 5 | The review and update of the Local Wellness Policy (LWP), as specified in the policy itself, is not occurring nor is documentation being kept on file to support this. | Discussed why the review and update is not occurring and what can be done to ensure this occurs as specified in the LWP. Discussed maintaining records to document compliance. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Tab.   | <i>None required at this time.</i> |
| 6 | Potential stakeholders are not made aware of their ability to participate in the development, review, update and implementation of the Local Wellness Policy (LWP).    | Discussed feasible means of notifying potential stakeholders of their ability to participate. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Tab.  | <i>None required at this time.</i> |

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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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| 7 | The written food safety plan did not include a description of the site operations. It is missing adequate SOPs for dry and cold food storage, the recordkeeping system, and returning served unopened food items to storage. Additionally, the annual review and update of the food safety plan is not taking place.  | Discussed sample SOPs and guidelines for Critical Control Points (CCPs) found in USDA's Guidance on creating a Food Safety 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 Food/Health Safety tab.  | <i>Please provide a copy of the updated food safety plan including site description and SOPs for dry and cold food storage, recordkeeping, returning served unopened food items to storage, and periodic review and revision.</i>       |
| 8 | The most recent food safety inspection report was not posted in a prominent location and was not visible to all program participants.   | Discussed making copies of most recent report and feasible places for posting.   | <i>Please provide a photo demonstrating that the most recent food safety inspection report has been posted in a location where the program participants can view it. Additionally, please specify where the report has been posted.</i> |
| 9 | The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed schools and at off-site storage facilities: SunCup juices. Specifically, supporting documentation was not maintained by the SFA demonstrating limited availability of domestic fruit juice. A single Buy American Exception form is being used for all suncup juice varieties. | Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar and FAQ. Funds used from the nonprofit food service account must be used to procure food products that comply with the Buy American Provision. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, 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 Operational tab. Buy American Recorded Webinar and FAQ can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library tab. | <i>Please provide supporting documentation demonstrating hardship faced in procuring a domestic fruit juice. If no longer offering this product, please provide the product(s) that will be served in its place.</i>                    |

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**General Program Compliance: Reporting & Recordkeeping**

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| 10 | Production records for breakfast and lunch provided did not contain all required sections: Specifically, production records used/left over section is not completed adequately for milk served during the week of review and day of review. | Discussed required sections of production records. Production Record Templates 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 Menu Planning tab. The Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library tab. | <i>Please provide copies of completed breakfast and lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years.</i> |
| 11 | Meal contribution crediting is not accurate for all recipes. Specifically, the pear berry cup credits as 3/8 cup, not 1/2 cup fruit.  | Discussed updating recipes to reflect current products being used.  | <i>Please provide an updated recipe for pear berry cup.</i>  |

- 12 The recipe and production records for gala apples served at lunch on 12/7/21 did not have accurate contribution information. 1 whole apple credits as 1 cup fruit, not 1/2 cup fruit. 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/nslp/forms> under the Menu Planning tab. *Please provide updated recipes and production records with consistent crediting.*

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

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No findings

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**Other Federal Program Reviews: Afterschool Snack Program**

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Not applicable

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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:**

Congratulations on completing the Administrative Review of the National School Lunch Program and School Breakfast Program for School Year 2021-2022. Your hard work to provide healthy, safe meals for students is admirable! Thank you for your diligence and hospitality during the review process.

**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      | \$0    |
| <input checked="" type="checkbox"/> No- NSLP     | <input type="checkbox"/> Yes- NSLP     | \$4.32 |
| <input checked="" type="checkbox"/> No- SSO SBP  | <input type="checkbox"/> Yes- SSO SBP  | \$0    |
| <input checked="" type="checkbox"/> No- SSO NSLP | <input type="checkbox"/> Yes- SSO NSLP | \$0    |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by Wednesday, March 2, 2022 to Noelle Yeo at [Noelle.Yeo@azed.gov](mailto:Noelle.Yeo@azed.gov).



2/2/2022

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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