



Arizona Department of Education
Health and Nutrition Services Division
Administrative Review Summary Report

School Food Authority Name: Arizona Community Development Corporation
CTD: 10-87-09
Site: La Paloma Academy (Lakeside)

Contacts: Jackie Trujillo Watins, Superintendent & Teri Brown, Food Service Director

Review Date: January 20, 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

No Findings.

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

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| 1 | The site application in CNPWeb does not accurately reflect the point of service and counting and claiming procedures that were observed on-site. Specifically, site application for breakfast reflects Serve-Only is implemented during breakfast but the full 1 cup portion of fruit wasn't served. | Advised SFA to update site application in CNPWeb and contact their assigned specialist to let them know of changes; if OVS will be implemented or ensure to train staff if Serve-Only will continue to ensure proper meal counting and claiming occurs at point of service. | <i>Please submit a new site application in CNPWeb that accurately reflects the point of service and counting and claiming procedures. Submit a plan demonstrating staff understanding of current meal services and how they will properly identify a reimbursable meal for breakfast. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.</i> |
| | No Finding. | Discussed the regulation that SFAs are required to conduct training for point of service staff and serving line staff so they can help students select the required food components/food items in the quantities needed for reimbursable lunches and breakfasts. | <i>None required at this time.</i> |
| | No Finding. | Discussed feasible changes to the system that would be implemented to ensure meals were accurately counted for reimbursement (e.g. moving the POS to the end of the line and not at the beginning). | <i>None required at this time.</i> |

Meal Pattern & Nutritional Quality: Offer Versus Serve

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| 2 | Offer versus Serve (OVS) was not implemented properly. Specifically, during lunch all students were required to take all components since all students were required to take a milk and all trays were pre-plated with all components. | Provided technical assistance on proper implementation of OVS and discussed with kitchen and point of service staff. Reviewed menu and discussed options for a reimbursable meal under OVS. 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/nsfp under the Guidance Manuals tab. | <i>Please provide a written description demonstrating how OVS will be implemented properly. Additionally, please provide written assurance that moving forward, OVS will be implemented properly.</i> |
| 3 | Signage which explains what constitutes a reimbursable meal and includes the requirement to select 1/2 cup fruit was not properly displayed to students at breakfast. Specifically, OVS signage is displayed for breakfast when Serve-Only is implemented. | Discussed feasible options for signage and potential content, plan for creating and posting. Printable POS Signage can be found on ADE's website at https://www.azed.gov/hns/nsfp/forms under the Menu Planning tab. | <i>Please provide the sign that has been displayed explaining what constitutes a reimbursable meal and includes the requirement to select 1/2 cup fruit or vegetable. Additionally, please provide written assurance that this sign will be displayed for all students to see.</i> |

Meal Pattern & Nutritional Quality: Meal Components & Quantities

- 4 Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast. Specifically, during breakfast in the classroom there is no reimbursable meal signage for breakfast.
- Discussed feasible options for signage and potential content, plan for creating and posting. Printable POS Signage can be found on ADE's website at <https://www.azed.gov/hns/nslp/forms> under the Menu Planning tab.
- Please provide the sign that will be displayed to students that demonstrates what constitutes a reimbursable meal at breakfast. Additionally, please provide written assurance that this sign will be displayed for all students to see.*

Resource Management

No Findings.

General Program Compliance: Civil Rights

No Findings.

General Program Compliance: SFA On-Site Monitoring

No Findings.

General Program Compliance: Local Wellness Policy

No Findings.

General Program Compliance: Competitive Food Services

Not Applicable.

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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| 5 | Production records for breakfast & lunch provided did not contain all required sections: Specifically, production records served section is not completed adequately. | Discussed required sections of production records. 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. | <i>Please provide copies of completed breakfast & lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years. Additionally, the certificate of completion of Production Record Overview must be provided.</i> |
| 6 | Production record recipe and product utilized are inconsistent. Specifically, during breakfast production records indicate 2 oz Grape Escape Snack Pack is offered not meeting 1/2 cup requirement, when the site is serving fresh grapes providing 1/2 cup serving. | 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. | <i>Please provide updated recipes, nutrition facts labels and production records with consistent crediting.</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

Not Applicable.

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 the At-Risk Afterschool Meals served meet meal pattern requirements. Specifically, during PM Snack production records on 12/9/21 indicate a non-creditable item was served (LAY'S Baked Sour Cream & Onion Potato Crips) and does not contribute toward meal pattern requirements. This contributed toward fiscal action calculations. | Discussed the meal pattern requirements of At-Risk Afterschool Meals. 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: How to Plan a Snack Menu for the Afterschool Care Snack Program can be found on ADE's website at https://www.azed.gov/hns/afterschool/trainingforSFAs under the How-To Guides tab. | <i>Please provide copies of completed At-Risk Afterschool Meals production records for 5 consecutive days and supporting documentation (CN Label, PFS, ingredient lists, Nutrition Facts labels, etc.) that demonstrate all components served meet meal pattern requirements. Additionally, the certificate of completion for Step-by-Step Instruction: How to Plan a Snack Menu for the Afterschool Care Snack Program must be provided.</i> |
| 8 | Production records do not support that the At-Risk Afterschool Meals served meet meal pattern requirements. Specifically, on 12/6 and 12/10 applesauce is served, providing 1/2 cup serving and not the required 3/4 cup serving for ages 6-18. This did not contribute toward fiscal action calculations. | Discussed the meal pattern requirements of At-Risk Afterschool Meals. 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: How to Plan a Snack Menu for the Afterschool Care Snack Program can be found on ADE's website at https://www.azed.gov/hns/afterschool/trainingforSFAs under the How-To Guides tab. | <i>Please provide copies of completed At-Risk Afterschool Meals production records for 5 consecutive days which demonstrate minimum required servings are provided for appropriate age groups served.</i> |
| 9 | The At-Risk Afterschool Meals Site Review Form for Snacks was not completed and the Afterschool Snack Program (ASP) monitoring review form was completed. | Discussed SFAs are required to perform no less than one on-site snack meal service review of the At-Risk Afterschool Meals site by February 1st. The At-Risk Afterschool Meals Site Review Form for Snacks can be found on ADE's website at https://www.azed.gov/hns/afterschool/programforms under the Operational tab. | <i>Please provide a completed At-Risk Afterschool Meals Site Review Form for Snacks. Additionally, please provide a written description of the process that has been put in place to ensure that all sites operating At-Risk Afterschool Snacks will receive a review prior to February 1 annually.</i> |

Comments/Recommendations:

Congratulations on completing the Administrative Review! Thank you for your hard work and cooperation during this process. Encourage staff to complete OVS and At-Risk Afterschool Meal program training for Afternoon Snack to ensure compliance is maintained.

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.

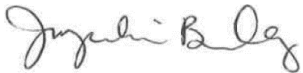
Training: In-person classes, web-based training and How-To guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>.

Fiscal Action Assessed?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$0
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$481.00
<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 April 11, 2022 to Joyce Benally at Joyce.Benally@azed.gov.



3/14/2022

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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