



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

**Administrative Review Summary Report**

School Food Authority Name: Happy Valley School, Inc.

CTD: 07-89-98

Site(s): Burke Basic School and Happy Valley School

Contacts: Glen Gaddie, Director; Nancy Seid, Office Manager/NSLP Director

Review Date: February 24-25, 2022

Review Period: January 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	Meal count totals at breakfast for the day of review were not correctly combined and recorded for Burke Basic School. 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 service lines provide an accurate count by eligibility category.</i>
2	Meal count totals at breakfast for the month of review were not correctly combined and recorded. 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 service lines provide an accurate count by eligibility category.</i>

**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

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

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| 3 | Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check does not match the attendance factor on the monthly reimbursement claims. | Discussed how to complete daily edit checks using ADE's Daily Edit Check worksheet. The Daily Edit Check Worksheet can be found on ADE's website<br><a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Operational tab. The Step-by-Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at<br><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 a completed daily edit check worksheet for the month of February. Additionally, please provide written assurance that daily edit checks will be conducted.</i> |
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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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Not applicable

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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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| 4 | The plan submitted for spending the emergency operational costs funds (\$69,807) did not include sufficient detail to determine allowability. Specifically, further detail is required to determine if the plan for updating cafeteria flooring is allowable. | Program operators receiving emergency funds must provide information on the planned use of the funds to either reimburse any local source of funds used to supplement the nonprofit school food service account during the reimbursement period to offset the impact of pandemic operations or be used in accordance with normal program requirements. Referred to SP 06-2021a: Q&A for Program Reimbursement for Emergency Operational Costs for Child Nutrition Programs during the COVID-19 Pandemic located on ADE's website at <a href="https://www.azed.gov/hns/memos">https://www.azed.gov/hns/memos</a><br><br>Discussed requirement that all equipment purchases with a per unit acquisition cost of \$5,000 or more must be pre-approved by ADE. Additionally, the Capital Expenditure Pre-Approval Request Form can be found on the ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Financial tab. | <i>Please provide an updated plan for spending the emergency operational costs funds either describing the cafeteria floor update or an alternate allowable use for the funds. Additionally, please provide a written plan that outlines the steps which will be taken to ensure equipment will not be purchased with the nonprofit school food service account without receiving prior approval from ADE.</i> |
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**General Program Compliance: Civil Rights**

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| 5 | The public/media release was not provided to local media, the unemployment office and local employers considering large layoffs. Specifically, the media release was posted on the school website only. | 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 assurance 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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| 6 | The required stakeholders are not being permitted to be involved in the review and update of the Local Wellness Policy (LWP). Specifically, students were not included in the review and update of the LWP. | Discussed LEAs must permit participation by the general public and school community (including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators) in the wellness policy process. Guidance on assembling a Local Wellness Policy Team can be found on Team Nutrition's website at <a href="https://www.theicn.org/cnss/community-connection/assembling-the-team/">https://www.theicn.org/cnss/community-connection/assembling-the-team/</a> . 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 following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed schools: Suncup juices. Additionally, documentation justifying a Buy American exception was not maintained/on file. | Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar and FAQ. Funds used from the non-profit 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 a written description of the changes that have been made to procurement and/or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i> |
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**General Program Compliance: Reporting & Recordkeeping**

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| 8 Production records for breakfast and lunch provided did not contain all required sections: Specifically, production records used/left over section is not completed adequately.               | 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> |
| 9 Production record crediting was not accurate. The production record stated the Green Chili & Cheese Quesadilla (1/3/2022) credited as 2 oz. grain when it actually credits as 2.25 oz. grain. | 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/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning tab.  | <i>Please provide updated production records with accurate crediting.</i>  |
| 10 Production record crediting was not accurate. The production record stated the Go Banzo Beans (1/3/2022) credited as 1/2 cup vegetable, not 1/4 cup vegetable.                               | 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/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning tab.  | <i>Please provide updated production records with accurate crediting.</i>  |

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| 11 | Production record crediting was not accurate. The production record was missing crediting information for the meat/meat alternate component (1 oz) of the strawberry raisin/sunflower seed pack (1/3/2022, Burke Basic School).  | 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/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning tab. | <i>Please provide updated production records with accurate crediting.</i>  |
| 12 | Meal contribution crediting is not accurate for all recipes. Specifically, the Buffalo Chicken Shaker Salad credits for 2.25 oz eq. meat/meat alternate, not 2.0 oz eq. meat/meat alternate. The meal contribution crediting information was also incorrect on the production record for this menu item. | Discussed updating recipes to reflect current products being used.   | <i>Please provide an updated recipe and production record showing accurate crediting information for the Buffalo Chicken Shaker Salad.</i> |

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

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| 13 | Documentation was not provided to support that outreach to families regarding the availability of the School Breakfast Program (SBP) was conducted at the beginning of or during the school year. | Discussed methods of notifying families of the availability of the SBP at the start of and throughout the school year. Additionally, discussed SBP reminders must include: serving times, locations where breakfast is available, and SBP costs. | <i>Please provide documentation that demonstrates how households are notified of the availability of the SBP at the beginning of and during the school year. Additionally, please provide a written description of how households will be notified of the availability of the SBP at the beginning of and during the school year, and written assurance that this will occur.</i> |
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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:

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Congratulations on completing the Administrative Review for School Year 2021-2022! Thank you for your hard work and organization during the review process. Your dedication to serving your students healthy, safe meals is evident. 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.**

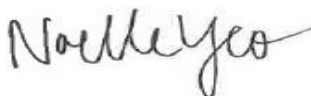
**Training: In-person classes, web-based training and How-To guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>.**

Fiscal Action Assessed?

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| <input checked="" type="checkbox"/> No- SBP  | <input type="checkbox"/> Yes- SBP \$63.88              |
| <input checked="" type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP \$0                 |
| <input type="checkbox"/> No- SSO SBP         | <input type="checkbox"/> Yes- SSO SBP To be determined |
| <input type="checkbox"/> No- SSO NSLP        | <input type="checkbox"/> Yes- SSO To be determined     |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by April 13, 2022 to Noelle Yeo at [Noelle.Yeo@azed.gov](mailto:Noelle.Yeo@azed.gov).



3/17/2022

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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