



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

School Food Authority Name: Continental Elementary District
 CTD: 10-03-39
 Site: Continental Elementary School

Contacts: Roxana Rico, Superintendent & Greg Schubert, Director of Business Services

Review Date: February 28, 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
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

1	<p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during breakfast 6 oz eq of Grain was offered and not the weekly 8 oz eq of Grain required. This was not a repeat finding from previous cycle and did not contribute toward 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., increase daily oz eq of Grain offered). Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern tab. The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training 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).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that weekly Grain quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Instruction: How to Plan a Breakfast Menu must be submitted.</i></p>
---	--	--	---

- 2 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch the daily Meat/Meat Alternate requirement was not met due to the Nacho Cheese Sauce not crediting toward the meal pattern. This was determined to not be a repeat finding from previous cycle and did 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 (e.g., utilizing items that have supporting nutrition documents that contribute toward the meal pattern). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <http://www.azed.gov/hns/nslp> under the Meal Pattern tab. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> 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).
- Please provide a written description of the changes that have been made to ensure that daily Meat/Meat Alternate quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.*
- 3 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch the weekly Meat/Meat Alternate requirement was not met, providing 7.25 oz eq of Meat/Meat Alternate and not the 9 oz eq required. This was determined to not be a repeat finding from previous cycle and did 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 (e.g., utilizing items that have supporting nutrition documents that contribute toward the meal pattern). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <http://www.azed.gov/hns/nslp> under the Meal Pattern tab. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> 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).
- Please provide a written description of the changes that have been made to ensure that weekly Meat/Meat Alternate quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.*

- | | | |
|--|---|---|
| <p>4 The following product could not be credited towards the meal pattern due to insufficient documentation: Vista Verde Nacho Cheese Sauce. Without sufficient documentation, the reviewer was unable to determine if the quantity requirements were met. This was determined to not be a repeat finding from previous cycle and did not contribute towards fiscal action calculations and resulted in termination of performance-based reimbursement (extra 7 cents) until sufficient corrective action is received.</p> | <p>Discussed requirements regarding processed product documentation and provided examples. USDA Food Fact Sheets can be found on USDA's website at http://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets/. The CN Labels and Product Formulation Statements Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/training 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).</p> | <p><i>Please provide a Child Nutrition (CN) label and/or Product Formulation Statement (PFS) for Vista Verde Nacho Cheese Sauce. If unable to provide a CN label or PFS, please provide written assurance that the product will no longer be offered/served to students. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be provided.</i></p> |
| <p>5 Meal pattern requirements were not met due to the implementation of COVID-19 safety protocols requiring modified meal service operations and/or supply chain disruptions. However, the SFA did not opt into the Nationwide Waiver to Allow Specific School Meal Pattern Flexibility for School Year 2021-2022.</p> | <p>Discussed updating the NSLP Sponsor application to indicate participating in the Nationwide Waiver to Allow Specific School Meal Pattern Flexibility for School Year 2021-2022. Additionally, discussed SFAs will be approved to operate under this waiver when the NSLP Sponsor application is approved by the assigned Health and Nutrition Services Specialist. Once approved, SFAs may utilize the waiver as needed without further notification to HNS until the waiver expires on June 30, 2022. Referred to HNS 31-2021 Waiver Guidance for Operating the Summer Food Service Program during Unanticipated School Closures in School Year 2021-2022 and HNS 30-2021 Guidance on the Use of the School Year 2021-2022 Meal Pattern Waiver found on ADE's website at https://www.azed.gov/hns/memos.</p> | <p><i>Please submit an updated NSLP Sponsor application indicating participation in the Nationwide Waiver to Allow Specific School Meal Pattern Flexibility for School Year 2021-2022. Additionally, provide a written assurance that you will retain documentation to justify that the meal pattern flexibilities used were needed due to either the implementation of COVID-19 safety protocols requiring modified meal service operations or supply chain disruptions.</i></p> |

Performance Standard 2: Dietary Specifications & Nutrient Analysis - Critical Area

No Findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

No Findings.

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

- | | | |
|--|---|--|
| 6 Meals served to teachers, administrators, custodians, and other adults were not priced so that the adult payment in combination with any per-lunch revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to cover the overall cost of the meal. | Discussed ways to determine adult meal prices which included pricing adult meals to reflect the amount of reimbursement received for a free meal plus the per meal value of entitlement and bonus commodities for non-pricing programs. Referred to HNS 27-2021 Guidance for Adult Meal Pricing in School Year 2021-2022 (SY 22). | <i>Please provide a written description of the steps which have been taken to increase adult meal prices and resolve the discrepancy, including the exact formula used to price adult meals. Additionally, please submit supporting documentation which reflects that prices have been increased to the appropriate level.</i> |
|--|---|--|

General Program Compliance: Civil Rights

No Findings.

General Program Compliance: SFA On-Site Monitoring

Not Applicable.

General Program Compliance: Local Wellness Policy

No Findings.

General Program Compliance: Competitive Food Services

Not Applicable.

General Program Compliance: Professional Standards

- | | | | |
|---|--|---|---|
| 7 | The School Nutrition Program Director hired after July 1, 2015 did not complete the required 8 hours of food safety training within 30 days of being hired or within 5 years prior to hire date. | Discussed requirement and feasibility for attending an available certification training within current school year. Food Safety Online Courses can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ . | <i>Please provide the expected date that food safety certification training will be completed by the School Nutrition Program Director.</i> |
|---|--|---|---|

General Program Compliance: Water

No Findings.

General Program Compliance: Food Safety, Storage and Buy American

No Findings.

General Program Compliance: Reporting & Recordkeeping

- | | | | |
|---|---|---|--|
| 8 | Production records for lunch did not contain all required sections: Menu Items. Specifically, the Ham & Cheese sandwich served daily is not present on the production record. | 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 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> |
|---|---|---|--|

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

No Findings.

Other Federal Program Reviews: Afterschool Snack Program

Not Participating.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2022 if applicable.

Other Federal Program Reviews: Fresh Fruit & Vegetable Program

Not Participating.

Other Federal Program Reviews: Special Milk Program

Not Participating.

Other Federal Program Reviews: At-Risk Afterschool Meals

Not Participating.

Comments/Recommendations:

Congratulations on completing the Administrative Review! Thank you for your hard work and cooperation during this process. It is evident that you are working hard to ensure your students are fed healthy meals in a welcoming environment.

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.

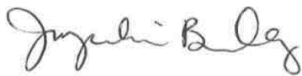
Training: In-person classes, web-based training and How-To guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>.

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 | \$0 |
| <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 27, 2022 to Joyce Benally at Joyce.Benally@azed.gov.



3/29/2022

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.

Equity for all students to achieve their full potential
www.azed.gov – (602) 542-8700 – 1535 West Jefferson Street • Phoenix, Arizona 85007 Bin # 7
This institution is an equal opportunity provider