



Arizona Department of Education Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Mesa Unified District

CTD: 07-02-04

Sites: Ishikawa Elementary School, Madison Elementary School, Mesa Academy for Advanced Studies, Pomeroy Elementary School, S H A R P, Superstition High School, Taylor Junior High School, and Westwood High School

Contacts: Dr. Andi Furlis, Superintendent and Sabrina Kvavle, Director

Review Date: March 21–25, 2022

Review Period: February 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			
	<i>Not applicable.</i>		
Performance Standard 1: Meal Counting & Claiming - Critical Area			
	<i>No findings.</i>		
Performance Standard 2: Meal Components & Quantities - Critical Area			
	<i>No findings.</i>		
Performance Standard 2: Dietary Specifications & Nutrient Analysis - Critical Area			
	<i>No findings.</i>		
Meal Access & Reimbursement: Certification & Benefit Issuance			
	<i>No findings.</i>		
Meal Access & Reimbursement: Verification			
	<i>No findings.</i>		
Meal Access & Reimbursement: Meal Counting & Claiming			
	<i>No findings.</i>		
Meal Pattern & Nutritional Quality: Offer Versus Serve			
	<i>No findings.</i>		

Meal Pattern & Nutritional Quality: Meal Components & Quantities

<p>1 Although the sufficient quantity of vegetable was available, it did not seem widely known by students or staff that the hot vegetable could be requested regardless of entrée or serving line. During the on-site visits at Ishikawa Elementary School, Pomeroy Elementary School, Taylor Junior High School, and Westwood High School, it was observed that the ability to select the full 3/4 cup (K-8) or 1 cup (9-12) vegetable offerings—specifically the ability to select a hot vegetable with a grab-n-go entrée— was not widely known by students or staff.</p>	<p>Discussed strategies for making all vegetable offerings accessible to all students including: making all daily vegetable offerings available in all servings lines at sites with multiple serving lines; training staff on the ability to provide the hot vegetable with any entrée; increasing signage and communication to students regarding the ability to request a hot vegetable with any entrée; serving hot vegetables in a manner that would allow students with grab-n-go entrées to easily select them; and/or revising menus to provide sufficient vegetable quantities each day that are not intended for a specific entrée.</p>	<p><i>Please provide a written description of the changes that will be implemented to ensure that students and staff are aware of the ability to select the hot vegetable regardless of entrée selection.</i></p>
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Resource Management

<p>2 Indirect costs were incorrectly calculated. Specifically, financial adjustments were made after indirect costs were calculated and charged at the end of Fiscal Year 2021 resulting in a difference of \$55,300.</p>	<p>Discussed proper classification of direct/indirect costs. Reviewed requirements that indirect costs be charged consistently across the SFA as required in 2 CFR 200.412-414. Referred to the USDA's Indirect Cost Guidance Manual located at https://www.azed.gov/hns/nsip under the Guidance Manuals tab, which can be used as a resource when determining allowable indirect costs.</p>	<p><i>Please provide a written description of how adjustments made to the nonprofit school food service account after the fiscal year will be considered in indirect cost charges moving forward.</i></p>
<p>3 The revenue ratio (proportion of total revenue from the sale of nonprogram foods to the total revenue of the school food service account) was not equal to or greater than the food cost ratio (proportion of total food costs associated with obtaining nonprogram foods to the total costs associated with obtaining program and nonprogram foods from the account). This was attributed to increased food cost, universal free meals, and increased reimbursements during Program Year 2022,</p>	<p>Discussed revenue from nonprogram food requirements and provided with Nonprogram Food Revenue Tool. Referred to FNS Instruction 782-5 REV. 1 for more information about pricing for nonprogram adult meals. Discussed best practices for pricing nonprogram foods and ways to increase revenue from the sale of nonprogram food.</p>	<p><i>Please provide a written plan with the steps that will be taken to ensure the revenue ratio is equal to or greater than the food cost ratio. The plan should include a timeline of monitoring the ratio throughout the upcoming program year and, if noncompliance persists, corrective action to raise nonprogram food prices to sufficiently cover the cost of obtaining nonprogram foods or provide non-Federal funds in the amount of the revenue shortfall to the nonprofit school food service account.</i></p>

General Program Compliance: Civil Rights

No findings.

General Program Compliance: SFA On-Site Monitoring

<p>4 Custom forms utilized by the SFA for on-site monitoring did not contain all required elements. Specifically, the custom on-site monitoring forms did not include a review of water availability or program outreach.</p>	<p>Discussed requirement and where to find a template Internal On-Site Monitoring Forms found on ADE's website at https://www.azed.gov/hns/nsip/forms under the Operational tab. Additionally, discussed that general areas of review cited under 7 CFR 210.18(h) must be included in the review.</p>	<p><i>Please provide an updated On-Site Monitoring Form that includes all general areas of review.</i></p>
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General Program Compliance: Local Wellness Policy

No findings.

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

5	Temperatures are not consistently taken by using thermometers located inside of storage areas. Specifically, thermometers were not located inside two milk coolers at Ishikawa Elementary School.	Discussed taking temperatures from inside of the storage areas for a more accurate reading. Referred to Arizona's School Food Safety Guidance found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety tab. Additionally, discussed Food Safety Online Courses can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ .	<i>Internal thermometers were placed in the milk coolers during the on-site observation. Please provide written assurance that storage area temperatures will be taken utilizing thermometers located inside of storage areas, not outside of storage areas.</i>
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General Program Compliance: Reporting & Recordkeeping

6	Production record crediting was inaccurate. Specifically, crediting information for fresh apples was inaccurate throughout the review period at all sites. The apples served credited as 1 cup fruit while the production records stated it credited as 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.	<i>Crediting for apples on the production records were updated on site. No further corrective action is required.</i>
7	Production record crediting was inaccurate. Specifically, crediting information was inaccurate for salad entrées served throughout the review period at Superstition High School and Westwood High School. The salad entrées served credited as 2 oz eq grain while the production records stated they credited as 0 oz eq or 1.0 oz eq 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 https://www.azed.gov/hns/nslp/forms under the Menu Planning tab.	<i>Crediting for salad entrées on the production records were updated on site. No further corrective action is required.</i>

8	Production record crediting was inaccurate. Specifically, crediting information for hummus was inaccurate during the review period at Pomeroy Elementary School. The hummus served credited as 3/8 cup vegetable while the production records stated it credited as 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 https://www.azed.gov/hns/nslp/forms under the Menu Planning tab.	Crediting for hummus on the production records were updated on site. No further corrective action is required.
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9	Production record crediting was inaccurate. Specifically, crediting information for Pop-Tarts was inaccurate throughout the review period and on the day of review at Taylor Junior High School and Westwood High School. The Pop-Tarts served credited as 2.5 oz eq grain while the production records stated it credited as 2.0 oz eq 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 https://www.azed.gov/hns/nslp/forms under the Menu Planning tab.	Please provide updated production records with accurate crediting for Pop-Tarts.
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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

No findings.

Comments/Recommendations:

Congratulations! Mesa Unified District has completed the Administrative Review for the 2021-2022 school year. Thank you for your hospitality, organization, and sense of urgency during the review process. Your team works marvelously together in order to do an outstanding job implementing the National School Lunch Program, School Breakfast Program, and At-Risk Afterschool Meals. It is evident that you are working hard to ensure your students are fed healthy, delicious meals in a supportive 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?

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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 | \$0 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 12, 2022 to Kariann Sadlon at Kariann.Sadlon@azed.gov.



4/11/2022

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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