



Arizona Department of Education Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Littleton Elementary District

CTD: 07-04-65

Site(s): ACES-Peoria, ACES-Phoenix West and Tres Rios Elementary School

Contacts: Roger Freeman, Superintendent and Ryan French, Chief Operations Officer

Review Date: April 26 – 28, 2022

Review Period: March 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

No Findings.

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

Meal Access & Reimbursement: Meal Counting & Claiming

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| 1 | ACES-Peoria, ACES-Phoenix West and Tres Rios Elementary School: The NSLP site application in CNPWeb does not accurately reflect current practices. Specifically, the number of Food Safety Inspections conducted during the previous was not reported accurately. | Advised SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes. | <i>Updated NSLP site applications have already been submitted. No further corrective action required.</i> |
| 2 | Tres Rios Elementary School: The NSLP site application in CNPWeb does not accurately reflect current practices. Specifically, NSLP meal pattern is indicated for At-Risk Super, however, CACFP meal pattern is implemented. | Advised SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes. | <i>Updated NSLP site application has already been submitted. No further corrective action required.</i> |
| 3 | ACES-Phoenix West: The SFSP site application in CNPWeb is not accurate. Specifically, the district office physical address is listed, not ACES-Phoenix West physical address. | Advised SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes. | <i>Please submit a new SFSP site application in CNPWeb with the correct physical address. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.</i> |
| 4 | 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
https://www.azed.gov/hns/nslp/forms
under the Operational tab. The Step-by-Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at
https://www.azed.gov/hns/nslp/training
under the Online Training Library tab. | <i>An updated daily edit check worksheet for ACES-Peoria and ACES-Phoenix West has already been submitted. No further corrective action required.</i> |

Meal Pattern & Nutritional Quality: Offer Versus Serve

No Findings.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No Findings.

Resource Management

No Findings.

General Program Compliance: Civil Rights

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| 5 | ACES-Phoenix West: Sufficient documentation to support accommodations for special diets has not been maintained. Specifically, one student was provided a milk substitution (juice) without a physician's note signed by a Licensed Healthcare Professional. | Discussed that all students must have all components offered to them every day unless the physician's note specifically says to exclude the component altogether. Referred to Accommodating Children with Disabilities in the School Meal Program found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals tab. Step-by-Step Instruction: How to Complete the Medical Statement for Students with Special Dietary Accommodations can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library tab. | <i>Please provide written procedures for maintaining documentation supporting accommodations for special diets and written assurance that sufficient documentation to support accommodations for special diets will be maintained.</i> |
| 6 | ACES-Phoenix West: An outdated Medical Statement for Students with Special Dietary Accommodations is provided to families. Specifically, the form does not indicate if modification is temporary or permanent. Additionally, it indicates the form must be signed by "recognized medical authority" (physicians, physician assistants and nurse practitioners). | Discussed for purposes of Child Nutrition Programs, only a "Licensed Healthcare Professional" is permitted to complete and sign a medical statement for meal accommodations in the Child Nutrition Programs. The seven medical professionals listed are permitted to complete and sign a medical statement for meal accommodations in the Child Nutrition Programs administered in Arizona. (HNS# 11-2015): Dentists, Homeopathic Physicians, Naturopathic Physicians, Nurse Practitioners, Osteopathic Physicians, Physician Assistants, and Physicians. Additionally, discussed required sections of the medical statement for students with special dietary accommodations. Referred to Medical Statement for Students with Special Dietary Accommodations (Revised April 2020) found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational tab | <i>Please provide a copy of the updated Medical Statement for Students with Special Dietary Accommodations that includes all required sections.</i> |
| 7 | ACES-Phoenix West: The USDA nondiscrimination statement was not printed on the outdated Medical Statement for Students with Special Dietary Accommodations. | Discussed where to find nondiscrimination statement on ADE's website at https://www.azed.gov/hns/civilrights and whether long or short statement would be most appropriate. | <i>Please provide an updated Medical Statement for Students with Special Dietary Accommodations with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i> |

General Program Compliance: SFA On-Site Monitoring

No Findings.

General Program Compliance: Local Wellness Policy

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| 8 | The Local Wellness Policy (LWP) did not contain goals for nutrition promotion. | Discussed feasible options for nutrition promotion goals that can be written into the LWP. Discussed activity ideas which included offering contests, surveys, promotions and/or taste testing, providing information to families to encourage consumption of healthy foods at home, and displaying nutrition and health posters throughout campus. Team Nutrition Resources can be found at http://www.teamnutrition.usda.gov/ . The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Tab. | <i>None required at this time.</i> |
| 9 | 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 https://www.azed.gov/hns/nslp/training under the Online Training Tab. | <i>None required at this time.</i> |

General Program Compliance: Competitive Food Services

No Findings.

General Program Compliance: Professional Standards

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| 10 | 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>School Nutrition Program Director has already completed the required 8 hours of food safety training. No further corrective action is required.</i> |
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General Program Compliance: Water

No Findings.

General Program Compliance: Food Safety, Storage and Buy American

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| 11 | ACES-Peoria: The written food safety plan includes SOPs that do not apply to this site. Specifically, the food safety plan includes SOPs for FFVP, however, this site does not operate FFVP. | Discussed the food safety plan must be site specific. Additionally, discussed removing SOPs that do not apply to this site. | <i>The SOP for FFVP has already been removed from the food safety plan. No further corrective action is required.</i> |
| 12 | ACES-Phoenix West: The written food safety plan includes SOPs that do not apply to this site. Specifically, the food safety plan includes SOPs for Food Bars, however, this site does not have Food Bars. | Discussed the food safety plan must be site specific. Additionally, discussed removing SOPs that do not apply to this site. | <i>The SOP for Food Bars has already been removed from the food safety plan. No further corrective action is required.</i> |

General Program Compliance: Reporting & Recordkeeping

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| 13 | Italian Wrap recipe provided is not accurate. Specifically, the recipe ingredients calls for 2 slices of turkey ham, however, 3 slices of turkey ham are used. | Discussed updating recipes to reflect current products being used. | <i>An updated recipe for Italian Wrap has already been provided. No further corrective action is required.</i> |
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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! Littleton Elementary District has completed the Administrative Review in the 2021-2022 SY. Thank you for all of your hard work and organization throughout the AR process. It was a pleasure working with you. Thank you for working so diligently to assure that your students are receiving nutritious meals. I appreciate your enthusiasm and willingness to learn. Please let me know if you have any questions. □

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 May 23, 2022 to Jennifer McDonald at Jennifer.McDonald@azed.gov.



5/6/2022

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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