Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Casa Grande Elementary District

CTD: 11-04-04

Site(s): Cholla Elementary School, Evergreen Elementary School, Casa Grande Middle School

Contacts: Joetta Gonzales, Superintendent ; Alysia Ruelas, Director of Nutrition Services

Review Date: March 29-30, 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		
	Not Applicable		
	Performance Standard 1: Meal Counting & Claiming - Critical Area		
1	Meal count totals by category for the month of review at Casa Grande Middle School were not correctly combined and recorded. This was deemed a non-systemic error 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.	*Please provide a written description of changes to the system that have been implemented to ensure that meal count consolidations will provide an accurate count by eligibility category.*
	Performance Standard 2: Meal Components & Quantities - Critical Area		
2	Daily and weekly vegetable quantities observed at lunch during the review period at Evergreen Elementary did not meet minimum amounts required by the meal pattern. This is not a repeat finding 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. Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. 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 vegetable quantities meet minimum amounts required by the meal pattern.*
	Performance Standard 2: Dietary Specifications & Nutrient Analysis - Critical Area		
	No Findings		
	Meal Access & Reimbursement: Certification & Benefit Issuance		
	No Findings		
	Meal Access & Reimbursement: Verification		

No Findings

	Meal Access & Reimbursement: Meal Counting & Claiming		
3	Daily edit checks are not being conducted appropriately at all sites under review. 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.	*Please provide a completed daily edit check worksheet for each site under review for the month of April 2022. Additionally, please provide written assurance that daily edit checks will be conducted utilizing the attendance factor from CNPWeb claims.*
4	The NSLP site application in CNPWeb does not accurately reflect the programs operated and observed on-site at Cholla Elementary School. The site application indicates At-Risk Supper is in operation. On-site observations and review period claims confirm that the At-Risk Supper is not in operation on site.	Advised SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes.	*Please submit a new site application in CNPWeb that accurately reflects the programs operated and counting and claiming procedures. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.*
5	The NSLP site application in CNPWeb does not accurately reflect the grades served and claimed on-site at Cholla Elementary School. The site application indicates grades served on site being Pre-k - 5th. The SFA and on-site observations confirmed that participants in grades K- 5 are served.	Advised SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes.	*Please submit a new site application in CNPWeb that accurately reflect the grades served and claimed on-site. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.*
6	The NSLP site application in CNPWeb does not accurately reflect the counting and claiming procedures that were observed on-site at Evergreen Elementary School. The site application indicates an Offer Versus Serve service type. The SFA and on-site observations confirmed that counting and claiming is based on a serve-only service type.	Advised SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes.	*Please submit a new site application in CNPWeb that accurately reflects the counting and claiming procedures. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.*
7	The NSLP site application in CNPWeb does not accurately reflect the grades served and claimed on-site at Evergreen Elementary School. The site application indicates grades served on site being Pre-k - 8th. The SFA and on-site observations confirmed that participants in grades Pre-k- 5 are served.	Advised SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes.	*Please submit a new site application in CNPWeb that accurately reflect the grades served and claimed on-site. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.*

| 8 | The NSLP site applications in CNPWeb do not accurately reflect current practices. Specifically, NSLP meal pattern is indicated for At-Risk Lunch and Supper, however, CACFP meal pattern is implemented. | Advised SFA to update site applications in CNPWeb and contact their assigned specialist to let them know of the changes. | *Updated NSLP site applications have already been submitted. No further corrective action required.* |

Meal Pattern & Nutritional Quality: Offer Versus Serve

No Findings

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No Findings

Resource Management

| 9 | 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 was sufficient to cover the overall cost of the meal. | Discussed ways to determine adult meal prices which included a per meal cost analysis or 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). | *Please provide a written description of the steps which have been taken to increase adult meal prices and resolve the discrepancy, including the method used to make such determinations.* |

General Program Compliance: Civil Rights

No Findings

General Program Compliance: SFA On-Site Monitoring

No Findings

General Program Compliance: Local Wellness Policy

| 10 | The public is not being notified of the existence and contents of the Local Wellness Policy (LWP). | Discussed feasible means of notifying the public about the LWP. 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. | *None required at this time.* |

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

11	A copy of the written food safety plan was not made available at Evergreen Elementary School.	Discussed that this should be easily available at each food preparation and food service site and that staff should be aware of its existence.	*Please provide written assurance that a copy of the written food safety plan has been made available at each site.*
12	Temperature logs for food storage areas are not being maintained at all sites under review.	Discussed requirements for maintaining food storage area temperature logs, sample templates, and who would be responsible. Temperature logs for food storage areas must be maintained for 6 months. Monitoring forms can be 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/.	*Please provide a copy of the temperature log that will be used for food storage areas as well as written assurance that logs will be kept daily and maintained on-file for 6 months at each site.*

General Program Compliance: Reporting & Recordkeeping

No Findings

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

No Findings

Other Federal Program Reviews: Special Milk Program

Not Applicable

Other Federal Program Reviews: At-Risk Afterschool Meals

No Findings

Comments/Recommendations:

Congratulations on completing the Administrative Review for school year 2021-2022! Thank you for your hospitality, prompt responses, and organization during the review process. Your hard work to provide nutritious meals to students is evident!

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?

☑ No- SBP   ☐ Yes- SBP
☑ No- NSLP   ☐ Yes- NSLP
☑ No- SSO SBP   ☐ Yes- SSO SBP
☑ No- SSO NSLP   ☐ Yes- SSO NSLP

Fiscal Action under $600 will be disregarded.

Please submit corrective action response by June 29, 2022 to Brandon.Estrada@azed.gov

Brandon Estrada
Digitally signed by Brandon Estrada
Date: 2022.06.01 08:50:28 -07'00'

_____
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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