



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

Administrative Review Summary Report

School Food Authority Name: Colorado City Unified District
 CTD: 08-02-14
 Site: Cottonwood Elementary

Contacts: Carol Timpson, Superintendent & Susie Dutson, Food Service Director

Review Date: May 11, 2022

Review Period: April 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	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. The daily grain quantity was not met on 4/6/22 at lunch. This was not a repeat finding.	Discussed how current menu allowed for this to happen and potential changes such as increasing the serving size of the pasta or adding another grain such as a roll when the spaghetti is served. 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 Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).	<i>Please provide a written description of the changes that have been made to ensure that grain quantities at lunch meet minimum amounts required by the meal pattern.</i>

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| 2 | Quantities observed during the review period did not meet minimum amounts required by the meal pattern. The weekly grain quantity of 5.5 oz/eq grains was not met at breakfast. This was not a repeat finding. | Discussed how current menu allowed for this to happen and potential changes such as increasing the daily grain quantities in order to meet the weekly requirement of 5.5 oz/eq. 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). | <i>Please provide a written description of the changes that have been made to ensure that grain quantities at breakfast meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Breakfast Menu must be submitted.</i> |
| 3 | Quantities observed during the review period did not meet minimum amounts required by the meal pattern. The daily grain quantity was not met on 4/4/22 and 4/5/22 at breakfast. This was not a repeat finding. | Discussed how current menu allowed for this to happen and potential changes such as increasing the serving size or serving grain items that credits as at least 1 oz/eq. 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). | <i>Please provide a written description of the changes that have been made to ensure that grain quantities at breakfast meet minimum amounts required by the meal pattern.</i> |
| 4 | Meal pattern requirements were not met due to supply chain disruptions. The SFA did opt into the Nationwide Waiver to Allow Specific School Meal Pattern Flexibility for School Year 2021-2022, however, they did not provide supporting documentation for utilizing the meal pattern waiver for serving non-whole grain rich items during breakfast (crackers, danish, muffin). | SFA indicated participating in the Nationwide Waiver to Allow Specific School Meal Pattern Flexibility for School Year 2021-2022 in their NSLP Sponsor application. Additionally, the SFA will need to provide supporting documentation for serving non-whole grain rich items at breakfast during the week of review. Referred to 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 . | <i>Please provide supporting documentation for serving non-whole grain rich items at breakfast during the week of review. Additionally, provide written assurance that you will retain documentation to justify that the meal pattern flexibilities used were due to supply chain disruptions.</i> |

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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| 5 | Daily edit checks are not being conducted appropriately. Specifically, they were completed by eligibility category instead of totals. | Discussed how to complete daily edit checks using ADE's Simplified 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. | <i>A simplified daily edit check worksheet was provided. No further corrective action required.</i> |
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Meal Pattern & Nutritional Quality: Offer Versus Serve

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| 6 | Offer versus Serve (OVS) was not implemented properly during breakfast and lunch. | Provided technical assistance on proper implementation of OVS and discussed with kitchen staff the required components, including that milk is not required to be taken. Reviewed menu and discussed options for a reimbursable meal under OVS. USDA's Offer Versus Serve Manual, Effective beginning School Year 2015-2016 can be found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals tab. The Online Course, Meal or No Meal, can be found under ADE's Online Training Library: https://www.azed.gov/hns/nslp/training . The Webinar, Recognizing a Reimbursable Breakfast Meal at the Point of Service, can also be found here. | <i>Please provide a written description of how staff will be trained on OVS at breakfast and lunch. Additionally, please provide written assurance that moving forward, OVS will be implemented properly during breakfast and lunch.</i> |
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Meal Pattern & Nutritional Quality: Meal Components & Quantities

No Findings

Resource Management

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| 7 | 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 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). Discussed using the appropriate adult meal pricing tool for next school year when it becomes available. | <i>Please provide a written description of the steps that will be taken to determine how adult meal prices will be calculated next school year.</i> |
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General Program Compliance: Civil Rights

No Findings

General Program Compliance: SFA On-Site Monitoring

No Findings

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

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| 8 | Temperature logs are not being maintained for the milk cooler and refrigerator. | Discussed requirements for maintaining temperature logs for all applicable areas. Temperature logs 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, Food Safety Online Courses can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ . | <i>Please provide copies of the temperature logs that will be used for the milk cooler and fridge as well as written assurance that logs will be kept daily and maintained on-file for 6 months.</i> |
| 9 | The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d): pineapple, mandarin oranges. 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. ADE's prototype Buy American exception document, can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational tab. Buy American Recorded Webinar and FAQ can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library tab. | <i>Please provide a written description of the changes that have been made to the recordkeeping procedures to ensure that the requirements of the Buy American Provision are met or provide a completed copy of the Buy American exception form for the non-domestic products.</i> |

General Program Compliance: Reporting & Recordkeeping

10 The type of fruit was not specified on the production records for breakfast during the week of review.

Discussed that the type of fruit should be specified on the production records. The Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at <https://www.azed.gov/hns/nsip/training> under the Online Training Library tab.

Production records were updated with the type of fruit on the day of review. Please provide written assurance the production records will be completed accurately and all records will be maintained for 5 years.

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

Not Applicable

Comments/Recommendations:

Congratulations on completing the Administrative Review! Please keep up the great work!

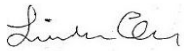
To stay on track with NSLP requirements, check out the NSLP at a Glance Calendar & Monthly Checklist on our website at <https://www.azed.gov/hns/nslp/forms> under the Calendars and Checklists tab.

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 |
| <input checked="" type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP |
| <input checked="" type="checkbox"/> No- SSO SBP | <input type="checkbox"/> Yes- SSO SBP |
| <input checked="" type="checkbox"/> No- SSO NSLP | <input type="checkbox"/> Yes- SSO NSLP |

Please submit corrective action response by July 8, 2022 to Lindsey Cler at Lindsey.Cler@azed.gov.



June 10, 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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