



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

Administrative Review Summary Report

School Food Authority Name: Ganado Unified School District

CTD: 01-02-20

Site(s): Ganado Intermediate School

Contacts: Betsy Dobias- Superintendent, Lawrence Sam Jr.- Principal, and Alicia Ben- Food Service Supervisor

Review Date: 05/10/2022

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
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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

<p>1 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Monday 04/04/2022 breakfast did not meet the daily fruit requirement of 1 cup.</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., changes in serving utensils, recipes, etc.). 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. Meal pattern requirements for the National School Lunch Program -AND-OR- 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 Lunch Menu -AND-OR 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. The Using Appropriate Serving Utensils 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 written description of the changes that have been made to ensure that daily fruit 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 -AND-OR Step-by-Step Instruction: How to Plan a Breakfast Menu must be submitted. -AND-OR- Additionally, the certificate of completion of Using Appropriate Serving Utensils must be submitted.</i></p>
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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

No Findings

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

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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| <p>3 The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site and review period at reviewed schools for Grape Escape product from Chile. Additionally, documentation justifying a Buy American exception was not maintained/on file.</p> | <p>Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar and FAQ. Funds used from the non-profit food service account must be used to procure food products that comply with the Buy American Provision. Additional information on the requirements of this provision, including 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.</p> | <p><i>Please provide a written description of the changes that have been made to procurement and/or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i></p> |
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General Program Compliance: Reporting & Recordkeeping

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| <p>4 Production record crediting and recipe crediting are inconsistent for the following days and meal items:</p> <ol style="list-style-type: none">1. 04/4/22 breakfast, Apple slices credit for 1/4c not 1/2c.2. 04/4/22 Lunch, Hotdog buns credit for 2oz of grain not 1.9oz3. 04/5/22 breakfast, oranges credits for 5/8c not 1/2c and burrito credits for 1 oz M/MA eq. and 1.5oz grain eq.4. 04/6/22 breakfast, sausage credits for 1oz of M/MA eq. not 1.5oz of M/MA eq.5. 04/7/22 breakfast, blueberry muffin credits as 1oz of grain not 2oz. | <p>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.</p> | <p><i>Please provide updated recipes and production records with consistent crediting.</i></p> |
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5 Sponsor/Site application in CNPWeb indicated that SFA is operating 4 day and closed on Wednesday when the SFA is operating 5 days Monday- Friday. Discussed steps required to update sponsor application in CNPWeb to reflect current practice of utilizing a custom notification letter.

Please resubmit a site/sponsor application indicating that [insert actual practice]. Additionally, please provide written assurance that the sponsor application in ADE's CNPWeb will accurately reflect current practices.

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:

Thank you for having me over at your wonderful school. You and your team are doing a fantastic job at keeping up with the NSLP and SBP guidelines.

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 **06/30/2022** to Lilian Scott at lilian.scott@azed.gov.


Reviewer Signature

6/3/2022
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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