



## Arizona Department of Education Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Kyrene Elementary District

CTD: 07-04-28

Site(s): ACES-Gilbert, ACES-Tempe, Kyrene del Pueblo Middle School, and Kyrene Elementary District Office -SFSP Only-Grab N GO.

Contacts: Laura Toenjes, Superintendent and Jani Fasulo, Assistant Director of Business Services

Review Date: February 16-19, 2022

Review Period: January 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
<b>Performance Standard 1: Certification &amp; Benefit Issuance - Critical Area</b>			

*Not applicable.*

#### Performance Standard 1: Meal Counting & Claiming - Critical Area

1	<p>Breakfast and lunch counts at ACES-Tempe had questionable patterns during the review period. Specifically, meal counts were repetitive throughout the month of review and meal service observed on the day of review were not comparable to the counts observed during the month of review. This was deemed a systemic error and contributed towards fiscal action calculations. A full recalculation of breakfasts and lunches served at ACES-Tempe for the months of August-March was conducted.</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., counting meals as they are taken, confirming students eating when staff pick up meals for students, internal monitoring of questionable meal count patterns, etc.).</p>	<p><i>Changes to the procedures of meal counting and claiming have been made at ACES-Tempe to ensure meal counts are taken at the point of service and a fiscal recalculation will be conducted. A full recalculation of meals was conducted using counts from 30 operating days of utilizing the new counting and claiming procedures.</i></p>
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**Performance Standard 2: Meal Components & Quantities - Critical Area**

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2 Quantities observed during the review period did not meet minimum amounts required by the meal pattern during lunch at Kyrene Elementary District Office -SFSP Only- Grab N GO. Specifically, weekly meat/meat alternate quantities were not met (8.0 ounce equivalents meat/meat alternate was served when 9.0 ounce equivalents meat/meat alternate is required). This was not a repeat finding and, therefore, 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 (e.g., changes in prepackaged products, increasing meat/meat alternate offerings, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern tab. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> 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 weekly meat/meat alternate quantities meet minimum amounts required by the meal pattern.</i>
3 On the day of review, it was observed that 40 lunches counted for reimbursement did not contain all of the required meal components at Kyrene Elementary District Office -SFSP Only- Grab N GO. Specifically, the site is Serve Only and lunches did not contain the minimum vegetable quantity required for a reimbursable meal. This contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 7 cents) until sufficient corrective action is received.	Discussed potential changes that could be made to ensure it doesn't continue (e.g., procuring a different prepackaged carrot product, increasing vegetable offerings, etc.). Discussed the requirements of Serve Only meal service. The Recognizing a Reimbursable Meal at the Point of Service Recorded Webinar & Webinar Slides can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library tab.	<i>Please provide a written description of the changes that have been made to ensure that all meals counted for reimbursement contain all of the required meal components and quantities required during a Serve Only meal service.</i>
4 Quantities observed on the day of review did not meet minimum amounts required by the meal pattern during lunch at Kyrene Elementary District Office -SFSP Only- Grab N GO. Specifically, daily vegetable quantities were not met on 2/17/2022 (5/8 cup vegetable was served when 3/4 cup vegetable is required). This was not a repeat finding and, therefore, 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 (e.g., changes in prepackaged products, increasing vegetable offerings, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern tab. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> 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 daily vegetable quantities meet minimum amounts required by the meal pattern.</i>

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**Performance Standard 2: Dietary Specifications & Nutrient Analysis - Critical Area**

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*No findings.*

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**Meal Access & Reimbursement: Certification & Benefit Issuance**

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*Not applicable.*

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**Meal Access & Reimbursement: Verification**

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*Not applicable.*

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**Meal Access & Reimbursement: Meal Counting & Claiming**

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Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check did not match the attendance factor on the monthly reimbursement claims for Kyrene Del Pueblo Middle School during the month of review.	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 <a href="https://www.azed.gov/hns/nsfp/forms">https://www.azed.gov/hns/nsfp/forms</a> under the Operational tab. The Step-by-Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at <a href="https://www.azed.gov/hns/nsfp/training">https://www.azed.gov/hns/nsfp/training</a> under the Online Training Library tab.	<i>Attendance factor was updated on site. Please provide procedures that will be implemented to ensure attendance factors used for the daily edit checks are up to date.</i>
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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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*No findings.*

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**Meal Pattern & Nutritional Quality: Meal Components & Quantities**

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*No findings.*

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**Resource Management**

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*No findings.*

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**General Program Compliance: Civil Rights**

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*No findings.*

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**General Program Compliance: SFA On-Site Monitoring**

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*No findings.*

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**General Program Compliance: Local Wellness Policy**

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*No findings.*

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**General Program Compliance: Competitive Food Services**

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*No findings.*

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**General Program Compliance: Professional Standards**

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No findings.

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**General Program Compliance: Water**

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No findings.

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**General Program Compliance: Food Safety, Storage and Buy American**

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6	Temperatures are not consistently taken by using thermometers located inside of storage areas. Specifically, an internal thermometer was not present inside the refrigerator at ACES-Tempe.	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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Food/Health Safety tab. Additionally, discussed Food Safety Online Courses can be found on ICN's website at <a href="https://theicn.org/icn-resources-a-z/food-safety/">https://theicn.org/icn-resources-a-z/food-safety/</a> .	<i>Please provide written assurance that storage area temperatures will be taken utilizing thermometers located inside of storage areas, not outside of storage areas. Additionally, please provide a photo of the internal thermometer being used for the refrigerator at ACES-Tempe.</i>
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**General Program Compliance: Reporting & Recordkeeping**

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7	Production record crediting was inaccurate. Specifically, crediting information for fresh apples was inaccurate throughout the review period at all sites and on the day of review at ACES-Tempe. The apples served credited as 3/4 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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning tab.	<i>Please provide updated production records with accurate crediting for fresh apples.</i>
8	Production record crediting was inaccurate. Specifically, the sunflower and jelly sandwich crediting information was inaccurate on multiple production records. The product served credited as 1.0 oz eq meat/meat alternate and 1.5 oz eq grain while the production records stated various crediting information (2.0 oz eq grain on 1/6/22 and 2/17/22 at Kyrene Elementary District Office - SFSP Only-Grab N GO & 2.0 oz eq meat/meat alternate on 2/17/22 at Kyrene Elementary District Office -SFSP Only-Grab N GO).	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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning tab.	<i>Please provide updated production records with accurate crediting for the sunbutter and jelly sandwich.</i>
9	Production record and recipe crediting was inaccurate. Specifically, the Pepperoni Pizza Power Pack crediting information was inaccurate on production records throughout the review period at Kyrene Del Pueblo Middle School. The item credits as 2.25 oz eq meat/meat alternate; however, the production records and recipe recorded it as 2.5 oz eq meat/meat alternate.	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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning tab.	<i>Please provide updated production records and a recipe with accurate crediting for Pepperoni Pizza Power Pack.</i>

10	Production record and recipe crediting was inaccurate. Specifically, the Nachos crediting information was inaccurate on production records throughout the review period at Kyrene Del Pueblo Middle School. The item credits as 2.5 oz eq grain; however, the production records and recipe recorded it 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 <a href="https://www.azed.gov/hns/nsfp/forms">https://www.azed.gov/hns/nsfp/forms</a> under the Menu Planning tab.	<i>Please provide updated production records and a recipe with accurate crediting for Grande Chicken Nachos and Grande Beefy Nachos.</i>
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11	Production records did not accurately reflect substitutions made during lunch at Kyrene Del Pueblo Middle School. Specifically, the lunch production records did not indicate substitutions made to the Italian and Cheese & Crackers Power Pack or the Turkey & Cheese Power Pack during the review period. Additionally, the crediting information was not updated to match the substitution during the review period or the day of review.	Discussed requirements for production records to reflect all items served at each meal service, including substitutions. Additionally, discussed that when choosing to include the optional fields of crediting information on the production records the information must be consistent and accurate.	<i>Please provide a written description of changes to the procedures of completing production records that have been implemented to ensure production records accurately reflect crediting for the items served, including substitutions.</i>
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**General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach**

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*No findings.*

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**Other Federal Program Reviews: Afterschool Snack Program**

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*Not applicable.*

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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2022 if applicable.

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**Other Federal Program Reviews: Fresh Fruit & Vegetable Program**

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*Not applicable.*

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**Other Federal Program Reviews: Special Milk Program**

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*Not applicable.*

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**Other Federal Program Reviews: At-Risk Afterschool Meals**

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12	During the review period, At-Risk snacks and suppers served under the CACFP meal pattern did not meet meal pattern requirements. Specifically, juice was served during more than one meal service throughout the review period. This contributed toward fiscal action calculations.	Discussed the meal pattern requirements of At-Risk Afterschool Meals. The meal pattern table can be found on ADE's website at <a href="https://www.azed.gov/hns/afterschool">https://www.azed.gov/hns/afterschool</a> under the Meal Pattern tab. Step-by-Step Instruction: How to Plan a Supper Menu Using the CACFP Meal Pattern can be found on ADE's website at <a href="https://www.azed.gov/hns/afterschool/trainingforSFAs">https://www.azed.gov/hns/afterschool/trainingforSFAs</a> under the How-To Guides tab.	<i>Please provide one week of snack and supper production records which demonstrates that juice is not served more than once per day. Additionally, please provide a written description of the changes that have been made to ensure that juice requirements are met.</i>
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On the day of review, At-Risk snacks and suppers served under the CACFP meal pattern did not meet meal pattern requirements. Specifically, juice was served during more than one meal service during the day of review. This contributed toward fiscal action calculations.

Discussed the meal pattern requirements of At-Risk Afterschool Meals. The meal pattern table can be found on ADE's website at <https://www.azed.gov/hns/afterschool> under the Meal Pattern tab. Step-by-Step Instruction: How to Plan a Supper Menu Using the CACFP Meal Pattern can be found on ADE's website at <https://www.azed.gov/hns/afterschool/trainingforSFAs> under the How-To Guides tab.

*Please provide one week of snack and supper production records which demonstrates that juice is not served more than once per day. Additionally, please provide a written description of the changes that have been made to ensure that juice requirements are met.*

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Comments/Recommendations:

Congratulations! Kyrene Elementary District has completed the Administrative Review for the 2021-2022 school year. An updated report will be issued after the fiscal recalculation of meals at ACES-Tempe is complete. Thank you for your hospitality and organization during the review process. It is evident that you are working hard to ensure your students are fed healthy meals in a welcoming 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?

<input type="checkbox"/> No- SBP	<input checked="" type="checkbox"/> Yes- SBP	\$8,528.99
<input type="checkbox"/> No- NSLP	<input checked="" type="checkbox"/> Yes- NSLP	\$10,402.77
<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.

Corrective action has been received and approved.

Kariann  
Sadlon

Digitally signed by  
Kariann Sadlon  
Date: 2022.05.26 12:46:03  
-07'00'

Reviewer Signature

Date

Kerrie Zigler

Digitally signed by Kerrie  
Zigler  
Date: 2022.05.26 12:52:47  
-07'00'

Program Director 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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