



Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Litchfield Elementary District

CTD: 07-04-79

Site(s): Dreaming Summit Elementary, Palm Valley Elementary and Rancho Santa Fe Elementary School

Contacts: Jodi Gunning, Superintendent ; Ronald Beck II, Food Service Director

Review Date: April 12-13, 2022

Review Period: March 2022

Programs Reviewed:

[checked] National School Lunch

[checked] School Breakfast

[ ] Afterschool Snack

[ ] Fresh Fruit & Vegetable

[ ] Special Milk

[ ] At-Risk Afterschool Meals

Table with 3 columns: No., Review Observations & Findings, Technical Assistance Provided, Required Corrective Action. Row 1: Performance Standard 1: Certification & Benefit Issuance - Critical Area, Not Applicable.

Table with 3 columns: No., Review Observations & Findings, Technical Assistance Provided, Required Corrective Action. Row 1: Performance Standard 1: Meal Counting & Claiming - Critical Area, No Findings.

Table with 3 columns: No., Review Observations & Findings, Technical Assistance Provided, Required Corrective Action. Row 1: Performance Standard 2: Meal Components & Quantities - Critical Area, 1 Fruit quantities observed during breakfast at Dreaming Summit Elementary School and Rancho Santa Fe Elementary School, did not meet daily and weekly minimum amounts required by the meal pattern during the review period. This is not a repeat finding and did not lead to 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 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. 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 fruit quantities meet minimum amounts required by the meal pattern.

Table with 3 columns: No., Review Observations & Findings, Technical Assistance Provided, Required Corrective Action. Row 1: Performance Standard 2: Dietary Specifications & Nutrient Analysis - Critical Area, No Findings.

Table with 3 columns: No., Review Observations & Findings, Technical Assistance Provided, Required Corrective Action. Row 1: Meal Access & Reimbursement: Certification & Benefit Issuance, No Findings.

Table with 3 columns: No., Review Observations & Findings, Technical Assistance Provided, Required Corrective Action. Row 1: Meal Access & Reimbursement: Verification, No Findings.

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

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| 2 | The NSLP site applications in CNPWeb do not accurately reflect current practices. Specifically, NSLP meal pattern is indicated for At-Risk AM Snack, 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. | <i>Updated NSLP site applications have already been submitted. No further corrective action required.</i> |
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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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| 3 | Offer versus Serve (OVS) was not implemented properly. During breakfast observations at Dreaming Summit Elementary, food service staff did not allow students to deny a component.                      | Provided technical assistance on proper implementation of OVS and discussed with kitchen and point of service staff. 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 <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals tab. | <i>Please provide a written description demonstrating how OVS will be implemented properly. Additionally, please provide written assurance that moving forward, OVS will be implemented properly.</i> |
| 4 | Signage which explains what constitutes a reimbursable meal and includes the requirement to select 1/2 cup fruit or vegetable was not displayed to students at breakfast at Dreaming Summit Elementary. | Discussed feasible options for signage and potential content, plan for creating and posting. Printable POS Signage 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>The finding was corrected during on-site observations. No further corrective action is required.</i>   |

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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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| 5 | The public/media release was not provided to local media, the unemployment office and local employers considering large layoffs. | Discussed schools operating SSO must provide public notification regarding the availability of school meals and the eligibility criteria at or near the beginning of the school year. For SY 2021-2022, schools participating in SSO should notify households that meals will be offered free through SSO. Referred to HNS 17-2021 & SP 15-2021 (Q10). Additionally, referred to the template release that 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 Outreach tab. | <i>Please provide written procedures for distributing the public/media release and written assurance that the public/media release will be submitted to the local media, the unemployment office and local employers considering large layoffs prior to the start of each school year.</i> |
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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 | Temperature logs for dry food storage areas are not being maintained at all sites selected for 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 <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>The SFA implemented a dry storage temperature log at the time of on-site observations. Please provide written assurance that logs will be kept daily and maintained on-file for 6 months.</i> |
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**General Program Compliance: Reporting & Recordkeeping**

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No Findings

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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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| 7 The At-Risk Afterschool Meals Site Review Form for Meals served at all sites selected for review were not completed by February 1st. | Discussed SFAs are required to perform no less than one on-site snack meal service review of the At-Risk Afterschool Meals site by February 1st. The At-Risk Afterschool Meals Site Review Form for Meals <a href="https://www.azed.gov/hns/afterschool/programforms">https://www.azed.gov/hns/afterschool/programforms</a> under the Operational tab. | <i>Please provide a written description of the process that has been put in place to ensure that all sites operating At-Risk Afterschool Meals will receive a review prior to February 1 annually.</i> |
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Comments/Recommendations:

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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?

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

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by June 29, 2022 to [Brandon.Estrada@azed.gov](mailto:Brandon.Estrada@azed.gov)



06/8/2022

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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