



## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Kingman Unified School District

CTD: 08-02-20

Sites: Black Mountain Elementary School, Kingman Middle School, and Lee Williams High School

#### Contacts:

Review Date: December 13-15, 2022

Review Period: November

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 and Benefit Issuance – Critical Area

*No findings.*

#### Performance Standard 1: Meal Counting and Claiming – Critical Area

*No findings.*

#### Performance Standard 2: Meal Components & Quantities – Critical Area

1	Fluid milk was not available in at least two varieties at breakfast on the day of review at Black Mountain Elementary School. Specifically, one of the two available milk varieties ran out mid-service and was not replenished. This was not a repeat finding from previous cycle and did not contribute toward fiscal action calculations.	Discussed variety requirement and feasible options for compliance (e.g., increased monitoring of components throughout meal service). Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).	<i>Please provide a written description of changes that have been implemented to ensure two milk varieties are available throughout all meal services.</i>
2	The following vegetable subgroups were not offered during the review period at Black Mountain Elementary School: Starchy and Legumes. Additionally, this was deemed a systemic error and occurred an additional week during the review period. This was determined to be a repeat finding from previous cycle and contributed toward fiscal action calculations.	Discussed vegetable subgroup requirements for the age/grade groups served. The Vegetable Subgroup Quick Guide 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 accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu 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 accordion. Please note that repeated violations involving vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).	<i>Please provide one week of lunch production records for Black Mountain Elementary School which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements.</i>

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| <p>3 Quantities observed during the review period did not meet minimum amounts required by the meal pattern at Black Mountain Elementary School. Specifically, weekly grain quantities were insufficient at lunch; 4.75 oz eq grain was provided when 6.5 oz eq grain is required. Additionally, this was deemed a systemic error and occurred an additional week during the review period. This was determined to be a repeat finding from previous cycle and contributed toward fiscal action calculations.</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 sizes, recipes, 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 accordion. 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 accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that weekly grain quantities at lunch meet minimum amounts required by the meal pattern for grades K-8. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</i></p> |
| <p>4 The following vegetable subgroups were not offered during the review period at Kingman Middle School: Starchy and Legumes. This was determined to be a repeat finding from previous cycle and contributed toward fiscal action calculations.</p>   | <p>Discussed vegetable subgroup requirements for the age/grade groups served. vegetable Subgroup Quick Guide 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 accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu 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 accordion. Please note that repeated violations involving vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p>  | <p><i>Please provide one week of lunch production records for Kingman Middle School which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements.</i></p>                            |
| <p>5 Quantities observed during the review period did not meet minimum amounts required by the meal pattern at Kingman Middle School. Specifically, weekly grain quantities were insufficient at lunch; 4.75 oz eq grain was provided when 7.0 oz eq grain is required. Additionally, this was deemed a systemic error and occurred an additional week during the review period. This was determined to be a repeat finding from previous cycle and contributed toward fiscal action calculations.</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 sizes, recipes, 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 accordion. 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 accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that weekly grain quantities at lunch meet minimum amounts required by the meal pattern for grades 6-8. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</i></p> |

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**Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area**

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No findings.

<b>Meal Access &amp; Reimbursement: Certification and Benefit Issuance</b>		
<i>No findings.</i>		
<b>Meal Access &amp; Reimbursement: Verification</b>		
<i>No findings.</i>		
<b>Meal Access &amp; Reimbursement: Meal Counting and Claiming</b>		
<i>No findings.</i>		
<b>Meal Pattern &amp; Nutritional Quality: Offer Versus Serve</b>		
<i>No findings.</i>		
<b>Meal Pattern &amp; Nutritional Quality: Meal Components and Quantities</b>		
<i>No findings.</i>		
<b>Resource Management</b>		
<i>No findings.</i>		
<b>Procurement</b>		
<i>No findings.</i>		
<b>General Program Compliance: Civil Rights</b>		
6	<p>The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, the nondiscrimination statement on the public release was not the most current, complete statement.</p> <p>Discussed where to find nondiscrimination statement on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> and whether long or short statement would be most appropriate.</p>	<p><i>An updated public release with the correct USDA nondiscrimination statement was provided during the review. No further corrective action is required.</i></p>
<b>General Program Compliance: SFA On-Site Monitoring</b>		
<i>No findings.</i>		
<b>General Program Compliance: Local Wellness Policy</b>		
<i>No findings.</i>		
<b>General Program Compliance: Competitive Food Services</b>		
<i>No findings.</i>		

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**General Program Compliance: Professional Standards**

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| 7 The School Nutrition Program Directors hired after July 1, 2015 did not complete the required 8 hours of food safety training within 30 days of being hired or within 5 years prior to hire date. | Discussed requirement and feasibility for attending an available certification training within current school year. Food Safety Online Training Library 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 FSMC director completed 8 hours of food safety training on 09/2021. Please provide the expected date that 8 hours of food safety training will be completed by the SFA School Nutrition Program Director.</i> |
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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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| 8 A copy of the written food safety plan was not made available at each site. Specifically, a written food safety plan was not accessible to employees for use during meal preparation or meal service at Kingman Middle School or Lee Williams High 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.  | <i>Please provide written assurance that a copy of the written food safety plan has been made available at each site.</i>   |
| 9 The most recent food safety inspection report was not posted in a prominent location and was not visible to all program participants. Specifically, the most recent food safety inspection report was posted inside the kitchen where participants could not view it at Lee Williams High School. | Discussed making copies of most recent report and feasible places for posting.  | <i>The food safety inspection report was moved to the cafeteria door visible to participants at the end of the meal service line during the on-site review at Lee Williams High School. No further corrective action is required.</i>                     |
| 10 The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed schools: broccoli (product of Mexico) and strawberries (product of Chile). Documentation justifying a Buy American exception was not on file for these items.           | 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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Operational accordion. Buy American Recorded Webinar and FAQ 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 accordion. | <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 for all non-domestic products accepted in deliveries.</i> |

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**General Program Compliance: Reporting and Recordkeeping**

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| 11 Production record crediting is inaccurate. Specifically, goldfish served at lunch throughout the review period at Black Mountain Elementary School and Kingman Middle School credited as 1.0 oz eq grain; however, the production record indicated it contained 1.75 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/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion. | <i>Please provide a production record that reflects the correct crediting information for goldfish. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i> |
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12	Production record crediting is inaccurate. Specifically, the BBQ Chicken Sandwich served at lunch on November 14, 2022 at Kingman Middle School credited as 2.25 oz eq meat/meat alternate; however, the production record indicated it contained 2.0 oz eq meat/meat alternate. This was attributed to the recipe indicating a product different than what was actually purchased and used.	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 accordion.	<i>Please provide a production record that reflects the correct crediting information for BBQ Chicken Sandwich. Additionally, please provide a written description of changes made to ensure recipes will reflect actual products purchased and used as well as a written description of changes made to ensure crediting is correctly recorded on recipes and production records.</i>
13	Production record crediting is inaccurate. Specifically, the Ham & American Cheese Sandwich served at lunch on November 14, 2022 and November 16, 2022 at Kingman Middle School credited as 1.75 oz eq meat/meat alternate; however, the production record indicated it contained 2.0 oz eq meat/meat alternate. This was attributed to the recipe indicating a product different than what was actually purchased and used.	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 accordion.	<i>Please provide an updated production record that reflects the correct crediting information for Ham &amp; American Cheese Sandwich. Additionally, please provide a written description of changes made to ensure recipes will reflect actual products purchased and used as well as a written description of changes made to ensure crediting is correctly recorded on recipes and production records.</i>
14	Production record crediting is inaccurate. Specifically, the Hot Smokey Ham & Cheese Sandwich served at lunch on November 15, 2022 and November 17, 2022 at Kingman Middle School credited as 1.75 oz eq meat/meat alternate; however, the production record indicated it contained 2.0 oz eq meat/meat alternate. This was attributed to the recipe indicating a product different than what was actually purchased and used.	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 accordion.	<i>Please provide a production record that reflects the correct crediting information for Hot Smokey Ham &amp; Cheese Sandwich. Additionally, please provide a written description of changes made to ensure recipes will reflect actual products purchased and used as well as a written description of changes made to ensure crediting is correctly recorded on recipes and production records.</i>
15	Production record crediting is inaccurate. Specifically, the Classic Cheeseburger in Bun served at lunch on November 14, 2022 at Lee Williams High School credited as 2.75 oz eq meat/meat alternate; however, the production record indicated it contained 2.5 oz eq meat/meat alternate. This was attributed to the recipe indicating a product different than what was actually purchased and used.	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 accordion.	<i>Please provide a production record that reflects the correct crediting information for Classic Cheeseburger in Bun. Additionally, please provide a written description of changes made to ensure recipes will reflect actual products purchased and used as well as a written description of changes made to ensure crediting is correctly recorded on recipes and production records.</i>
16	The Free and Reduced-Price Policy Statement provided by the SFA does not reflect current practices and procedures observed on-site. Specifically, the name of the LEA official designated to make eligibility determinations was not a current employee.	Referred them to FRPPS template on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Organizational accordion.	<i>Please provide an updated and signed Free and Reduced-Price Policy Statement. Additionally, please provide written assurance that moving forward, the Free and Reduced Price-Policy Statement will reflect current practices.</i>

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**General Program Compliance: School Breakfast Program and 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 2023 if applicable.

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**Other Federal Program Reviews: Fresh Fruit and 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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| <p>17 Production records do not support that the At-Risk Afterschool Meals served meet meal pattern requirements during supper at Black Mountain Elementary School. Specifically, the following vegetable subgroup was not served at supper during the review period: legumes. This contributed to fiscal action calculations.</p>           | <p>Discussed the meal pattern requirements of At-Risk Afterschool Meals. The meal pattern chart 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 accordion. Step-by-Step Instruction: How to Plan a Supper Menu Using the NSLP 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 accordion.</p> | <p><i>Please provide copies of completed At-Risk Afterschool Meals production records for 5 consecutive days showing compliance with vegetable subgroup requirements. Additionally, please provide written assurance that the At-Risk Afterschool Meals meal pattern will be adhered to at all times. Additionally, the certificate of completion for Step-by-Step Instruction: How to Plan a Supper Menu Using the NSLP Meal Pattern must be provided.</i></p> |
| <p>18 Production records do not support that the At-Risk Afterschool Meals served meet meal pattern requirements during supper at Black Mountain Elementary School. Specifically, insufficient daily vegetable quantities were served at supper on November 15, 2022; 1/2 cup vegetable was provided when 3/4 cup vegetable is required.</p> | <p>Discussed the meal pattern requirements of At-Risk Afterschool Meals. The meal pattern chart 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 accordion. Step-by-Step Instruction: How to Plan a Supper Menu Using the NSLP 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 accordion.</p> | <p><i>Please provide copies of completed At-Risk Afterschool Meals production records for 5 consecutive days showing compliance with daily vegetable quantities requirements. Additionally, please provide written assurance that the At-Risk Afterschool Meals meal pattern will be adhered to at all times.</i></p>   |

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**Comments/Recommendations:**

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Congratulations! Kingman Unified School District has completed the Administrative Review for the 2022-2023 school year. Thank you for your hospitality, organization, and sense of urgency during the review process. It is evident that you are working hard to ensure your students are fed high-quality, delicious meals in a supportive environment. However, it is recommended that the SFA increases oversight measures in regards to the meal pattern to ensure minimum requirements are being met.

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 checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$0
<input type="checkbox"/> No- NSLP	<input checked="" type="checkbox"/> Yes- NSLP	\$17,613.59

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by February 3, 2023 to Kariann Sadlon at [Kariann.Sadlon@azed.gov](mailto:Kariann.Sadlon@azed.gov).

\_\_\_\_\_  
Reviewer Signature                      Date

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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 under the Reviews Conducted by the State Agency accordion on ADE's National School Lunch and School Breakfast Program webpage.

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