



## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Glendale Elementary District

CTD: 07-04-40

Site(s): The Children's Center for Neurodevelopmental Studies, Discovery School, Horizon School

Contacts: Shannon Gleave, Food and Nutrition Director

Review Date: November 29-30, 2022

Review Period: October 2022

Programs Reviewed:

☒ National School Lunch  
☐ Fresh Fruit & Vegetable

☒ School Breakfast  
☐ Special Milk

☐ Afterschool Snack  
☒ At-Risk Afterschool Meals

No.	Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
<b>Performance Standard 1: Certification and Benefit Issuance – Critical Area</b>			
	No Findings		

<b>Performance Standard 1: Meal Counting and Claiming – Critical Area</b>			
	No Findings		

<b>Performance Standard 2: Meal Components &amp; Quantities – Critical Area</b>			
1	On the day of review, it was observed that nine meals counted for reimbursement did not contain all of the required meal components. Specifically, during lunch service at <b>Horizon School</b> , several students were counted at the point of sale without a full ½ cup fruit or vegetable as required by Offer Versus Serve. This contributed 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. 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. The Recognizing a Reimbursable Meal at the Point of Service and/or Recognizing a Reimbursable Breakfast 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/nsfp/training">https://www.azed.gov/hns/nsfp/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. Additionally, the certificate of completion of Recognizing a Reimbursable Meal at the Point of Service must be submitted.</i>

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| <p>2 During one day during the review period, fluid milk was not available at <b>Discovery School</b> in at least two varieties during breakfast (October 4, 2022). This was not a repeat finding from previous cycle and will not contribute toward fiscal action calculations.</p>    | <p>Discussed variety requirement and feasible options for compliance. Allowable milk varieties are fat-free unflavored, fat-free flavored and 1% unflavored. Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><i>Please provide one week of breakfast production records from <b>Discovery School</b> that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast.</i></p>                                     |
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| <p>3 During the review period, fluid milk was not available at <b>The Children's Center for Neurodevelopmental Studies</b> in at least two varieties during breakfast. This was not a repeat finding from previous cycle and will not contribute toward fiscal action calculations.</p> | <p>Discussed variety requirement and feasible options for compliance. Allowable milk varieties are fat-free unflavored, fat-free flavored and 1% unflavored. Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><i>Please provide one week of breakfast production records from <b>The Children's Center for Neurodevelopmental Studies</b> that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast.</i></p> |

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

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No Findings

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

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No Findings

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**Meal Access & Reimbursement: Verification**

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No Findings

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

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No Findings

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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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| 4 Offer versus Serve (OVS) was not implemented properly. During lunch service at <b>Horizon School</b> , the nutrition staff member at the point of sale instructed many students to include another menu item even when a reimbursable meal was already presented. Additionally, several students were counted at the point of sale without a full ½ cup fruit or vegetable as required by Offer Versus Serve. This was due to the students selection of red bell peppers as their only fruit/vegetable that were portioned at ¼ cup. | 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/nsfp">https://www.azed.gov/hns/nsfp</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> |
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**Meal Pattern & Nutritional Quality: Meal Components and Quantities**

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No Findings

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**Resource Management**

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No Findings

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**Procurement**

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No Findings

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**General Program Compliance: Civil Rights**

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| 5 The font size of USDA's nondiscrimination statement is smaller than the rest of the text on verification notification letters.   | Discussed printing requirements for the nondiscrimination statement. Referred to FNS Instruction 113-1 and SNP Guidance Manual.  | <i>Please provide a copy of an updated verification notification letter which demonstrates compliance. Additionally, please provide written assurance that the font size of the nondiscrimination statement on all notification letters will be no smaller than the text of the document.</i> |
| 6 The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically, the Food & Nutrition Department Meal Charge Policy and Medical/Special Diet Request Form. | 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. | <i>Please provide an updated program material with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</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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No Findings

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**General Program Compliance: Reporting and Recordkeeping**

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| 7 | The production record for lunch on the day of observation (November 29, 2022) at <b>The Children's Center for Neurodevelopmental Studies</b> did not accurately reflect what was served. Specifically, the fries were not listed as an offered item with the main entree. | Discussed required sections of production records. Production Record Templates 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. The Production Record Overview 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 procedures for completing production records to ensure items served and items left over are accurately recorded.</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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No Findings

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Comments/Recommendations:

Congratulations on completing the Administrative Review for school year 2022-2023! Thank you for your hospitality, prompt responses, and organization during the review process. The 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?

☒ No- SBP

☐ Yes- SBP

☒ No- NSLP

☐ Yes- NSLP

\$25.63

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by February 2, 2023 to [Brandon.Estrada@azed.gov](mailto:Brandon.Estrada@azed.gov).

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

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