



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Hayden-Winkelman Unified District

CTD: 04-02-41

Site: Leonor Hambly K-8

Contacts: Jeff Gregorich, Superintendent of Schools and Barbara Martinez, Food Service Director

Review Date: November 22, 2022

Review Period: October 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
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	Meals served to preschool students did not meet meal pattern requirements. Specifically, during breakfast flavored milk was served to preschool students. This contributed toward fiscal action calculations.	Discussed the updated preschool meal pattern. Specifically, that flavored milk is not allowable. Referred to SP 01-2018 Updated Infant and the updated preschool meal patterns in the National School Lunch Program and School Breakfast Program; Questions and Answers. CACFP Meal Pattern can be found on ADE's website at https://www.azed.gov/hns/cacfp under the Meal Pattern accordion.	<i>Please provide one week of breakfast production records that demonstrate that allowable fluid milk was served to preschool students. Additionally, please provide written assurance that flavored milk will not be served to preschool students.</i>
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| <p>2 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly grain quantities were insufficient at breakfast; 6.25 oz eq grain was provided when 6.5 oz eq grain is required. This was determined to not be a repeat finding from the previous cycle and did not contribute 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 or menu options). Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. 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 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 meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Breakfast Menu must be submitted.</i></p> |
| <p>3 Fluid milk was not available in at least two varieties at breakfast during the week of review. Specifically, production records indicated only 1% unflavored milk was served. This was determined to not be a repeat finding from the previous cycle and did 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 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> |

4	The following vegetable subgroup was not offered during the review period: Beans/Peas (Legumes). This was determined to be a repeat finding from the previous cycle and contributed toward fiscal action calculations.	Discussed vegetable subgroup requirements for the age/grade groups served. vegetable Subgroup Quick Guide can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training 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 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. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</i>
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Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area

No Findings.

Meal Access & Reimbursement: Certification and Benefit Issuance

No Findings.

Meal Access & Reimbursement: Verification

No Findings.

Meal Access & Reimbursement: Meal Counting and Claiming

5	Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check does not match the attendance factor on the monthly reimbursement claims.	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 https://www.azed.gov/hns/nslp/forms under the Operational accordion. The Step-by-Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.	<i>Please provide a completed daily edit check worksheet for the month of December 2022. Additionally, please provide written assurance that daily edit checks will be conducted. Additionally, the certificate of completion of Step-by-Step Instruction: How to Complete Daily Edit Checks must be submitted.</i>
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Meal Pattern & Nutritional Quality: Offer Versus Serve

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| 6 Offer versus Serve (OVS) was not implemented properly. Specifically, students were not given the option to decline component. Specifically, during lunch students were prompted to take a milk at the serving line. | 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 https://www.azed.gov/hns/nslp under the Guidance Manuals accordion. | <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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| 7 Preschool students were not co-mingled and the updated preschool meal pattern was not implemented. Specifically, during breakfast preschool students not co-mingled receive the same breakfast implemented for all other grade groups. | Discussed preschool meal service requirements for preschoolers who are not comingled with other grade groups. Referred to SP 01-2018 Updated Infant and the updated preschool meal patterns in the National School Lunch Program and School Breakfast Program; Questions and Answers. Additional resources for the updated preschool meal pattern can be found at https://www.azed.gov/hns/cacfp/programforms/ . | <i>Please provide a written description demonstrating how the updated preschool meal pattern will be implemented for preschoolers who are not co-mingled with other grade groups. Additionally, please provide written assurance that, moving forward, the updated preschool meal pattern will be implemented for preschool students who are not co-mingled with other grade groups.</i> |
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Resource Management

No Findings.

Procurement

No Findings.

General Program Compliance: Civil Rights

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| 8 The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, Summer Food Service Program Outreach material have the incorrect short statement. | Discussed where to find nondiscrimination statement on ADE's website at https://www.azed.gov/hns/civilrights 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

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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| 9 | A written food safety plan has not been developed. | Discussed required components of a food safety plan and resources available on ADE's website at https://www.azed.gov/hns/nslp/for ms under the Food/Health Safety accordion. | Please provide a copy of a written food safety plan. |
| 10 | The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed schools: Bananas. Additionally, documentation justifying a Buy American exception was not maintained. | 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/for ms under the Operational accordion. Buy American Recorded Webinar and FAQ can be found on ADE's website at https://www.azed.gov/hns/nslp/trai ning under the Online Training Library accordion. | Please provide a written description of the changes that have been made to procurement or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met. |

General Program Compliance: Reporting and Recordkeeping

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| 11 Production record crediting is inaccurate. Specifically, component contributions during breakfast indicate weight in oz. of menu item and not the oz eq of 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 https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. | <i>Please provide a written description of changes made to ensure crediting is correctly reflected on production records utilizing correct unit of measurements. Additionally, the certificate of completion of Production Record Overview must be provided.</i> |
| 12 Production record crediting is inaccurate. Specifically, component contributions during lunch indicate weight in oz. of menu item and not the unit of measurement in cups. | 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 accordion. | <i>Please provide a written description of changes made to ensure crediting is correctly reflected on production records utilizing correct unit of measurements. Additionally, the certificate of completion of Production Record Overview must be provided.</i> |
| 13 Breakfast and lunch production records provided do not indicate different portion sizes for different grade groupings. Specifically, separate production records are not being maintained for preschool students' meals who are not commingled with K-5 students. | Discussed using Production Record for Multiple Grade Groupings found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. | <i>Please provide copies of completed breakfast and lunch Production Record for Multiple Grade Groupings for 5 consecutive days.</i> |

General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach

No Findings.

Other Federal Program Reviews: Afterschool Snack Program

Not Participating.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2023 if applicable.

Other Federal Program Reviews: Fresh Fruit and Vegetable Program

Not Participating.

Other Federal Program Reviews: Special Milk Program

Not Participating.

Other Federal Program Reviews: At-Risk Afterschool Meals

Not Participating.

Comments/Recommendations:

Congratulations! Hayden-Winkelman Unified 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. Your team works together in order to implement the School Nutrition Programs. It is evident that you are working hard to ensure your students are fed healthy, delicious meals in a supportive 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 checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$26.03
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$430.89

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by April 5, 2023 to Joyce Benally at Joyce.Benally@azed.gov.

Joyce Benally Digitally signed by Joyce Benally
Date: 2023.03.07 11:17:29
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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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