



## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Yuma Private Industry Council, Inc.

CTD: 14-87-58

Site: Educational Opportunity Center

Contacts: Nidia Herrera, Director and Brian Grossenburg, Principal

Review Date: December 13, 2022

Review Period: November 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			

Not applicable.

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

No findings.

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

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1	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, 1.25 oz eq of grains were served on Wednesday, 11/16/2022, and did not meet the daily requirements of 2 oz eq. This was not a repeat finding from the previous cycle and 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 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. 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. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides 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).	<i>Please provide a written description of the changes that have been made to ensure that grain quantities meet minimum amounts required by the meal pattern.</i>
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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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Not applicable.

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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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No findings.

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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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| <p>2 The SFA did not maintain records sufficient to detail the significant history of the procurement for small purchases. Specifically, records detailing the rationale for the method of procurement/selection of contract type/contractor selection or rejection/the basis for the contract price were not maintained for the following small purchases: Yuma Union High School District No. 70.</p> | <p>Discussed that, consistent with procurement regulations at 2 CFR 200.318(i), SFAs should retain information, data, and documents which qualify specific conditions and emergency circumstances which resulted in the decision to use the emergency noncompetitive procurement method and the procurement process, itself. Failure to plan for transition to competitive procurement cannot be the basis for continued use of noncompetitive procurement based on exigency or emergency circumstances. Documentation must include an explanation of the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. In addition, SFAs should retain documentation providing information on the food and supplies (e.g., delivery, processing, other) being procured, including the estimated quantity and dollar value of the emergency procurement; and how the emergency procurement was handled (i.e., obtained through negotiation, phone, email, etc.).</p> | <p><i>Please provide a written description of procurement procedures that will be implemented to ensure that sufficient records detailing the rationale for the method of procurement/selection of contract type/contractor selection or rejection/the basis for the contract price will be maintained for all formal purchases. Additionally, please provide written assurance that all records will be maintained for 5 years.</i></p> |
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### General Program Compliance: Civil Rights

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| <p>3 The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, the Media Release form and Notification Letter do not use the updated verbiage of the nondiscrimination statement and are missing pertinent language.</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>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></p>  |
| <p>4 Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically, complaints related to discrimination within FNS school meal programs are not referred to an outside agency.</p>             | <p>Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., SA, FNSRO, FNS Office of Civil Rights, or USDA Office of Civil Rights). The SFA's procedures must note whether an allegation is made verbally or in person. The SFA staff member receiving the allegation must transcribe the complaint. The SFA's procedures for receiving a complaint cannot prevent a complaint from being accepted. Additionally, the SFA's procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA's complaint process be a prerequisite for accepting a complaint. Additional guidance can be found on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a>. The Step-by-Step Instruction: How to File a Civil Rights Complaint 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.</p> | <p><i>Please provide a written description of the updated process and procedures for processing complaints alleging discrimination which meets requirements. Additionally, the certificate of completion of Step-by-Step Instruction: How to File a Civil Rights Complaint must be submitted.</i></p> |

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

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Not applicable.

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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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| 5 | Documentation was not maintained to support that the school received two food safety inspections from the local health department each school year, or that the school requested two food safety inspections each year from the local health department. | Discussed that each site operating must obtain two food safety inspections from the local health department per school year or maintain documentation to show that two food safety inspections were requested from the local health department each school year. | Please provide written assurance that documentation to show that two food safety inspections were received and/or requested from the local health department each school year will be maintained. <b>-OR-</b> Please provide a written description of how you will ensure that two food safety inspections from the local health department will be obtained each school year. |
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**General Program Compliance: Reporting and Recordkeeping**

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| 6 | Production records for lunch provided did not contain all required sections: Specifically, production records used/left over section is not completed adequately during day of review. | 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 accordion. 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 accordion. | Please provide copies of completed lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years. |
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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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Not applicable.

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**Comments/Recommendations:**

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Congratulations! Yuma Private Industry Council, Inc. has completed the Administrative Review for the 2022-2023 school year. Thank you for your hospitality during the review process. You are doing an outstanding job implementing the SBP and NSLP. It is evident you are working hard to make sure students are fed healthy meals.

**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 checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$0

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **April 7, 2023** to Leslie Jhung at [Leslie.Jhung@azed.gov](mailto:Leslie.Jhung@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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