



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Maricopa Unified School District

CTD: 11-02-20

Sites: Desert Sunrise High School & Desert Wells Middle School

Contacts: Tracey Lopeman - Superintendent & Jason Woods - Nutrition Director

Review Date: February 15-16, 2023

Review Period: January 2023

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	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, Desert Sunrise High School had insufficient daily grain quantities at lunch service on January 10, 2023 and January 13, 2023. This was determined to be a repeat finding from the previous cycle and 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. Meal pattern requirements for the National School Lunch 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 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 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 daily grain quantities meet minimum amounts required by the meal pattern at lunch. 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

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| 2 | An individual separate from the application approval process has not been designated as the hearing official. Specifically, the determining official is also listed as the SFA's hearing official. | Discussed school official who could be designated. Referred to Hearing Procedure section in USDA's Eligibility Manual for School Meals found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion. | <i>Please provide the name and title of the individual designated as the hearing official. Additionally, please provide documentation to demonstrate where households are notified of the hearing official.</i> |
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Meal Access & Reimbursement: Verification

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| 3 | A technology-based system is used as the confirming official without prior approval from ADE. Specifically, the SFA utilizes Nutrikids/MySchoolApps as a confirming official without the waiver approval. | Referred to HNS# 56-13: Verification Confirmation Review. Additionally, discussed the Confirmation Review Waiver must be on school letterhead addressed to your assigned School Nutrition Specialist prior to starting the Verification process. The request must include the name of software used and an explanation of how the software demonstrates a high degree of accuracy. | <i>Please provide written procedures that will be implemented to ensure that a waiver request will be submitted prior to starting the Verification process.</i> |
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Meal Access & Reimbursement: Meal Counting and Claiming

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| 4 | The site application in CNPWeb did not accurately reflect current operations. Specifically, the Desert Sunrise High School site application indicated that the Afterschool Snack Program was in operation at this site when the site was not operating the Afterschool Snack Program. | Advised SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes. | <i>The CNPWeb site application for Desert Sunrise High School was corrected on March 7, 2023. No further corrective action is required.</i> |
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Meal Pattern & Nutritional Quality: Offer Versus Serve

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| 5 | Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast. Specifically, Offer vs Serve signage was not posted for breakfast service at Desert Sunrise High School. | Discussed feasible options for signage and potential content, plan for creating and posting. Printable POS Signage can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. | <i>Please provide the sign that will be displayed to students that demonstrates what constitutes a reimbursable meal at breakfast. Additionally, please provide written assurance that this sign will be displayed for all students to see.</i> |
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Meal Pattern & Nutritional Quality: Meal Components and Quantities

No Findings.

Resource Management

No Findings.

Procurement		
No Findings.		
General Program Compliance: Civil Rights		
No Findings.		
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		
6	The food safety plan did not include a written plan for each individual school in the SFA. Specifically, a site-specific food safety plan was not available at Desert Wind Middle School or Desert Sunrise High School. .	Discussed required components of a food safety plan and resources available on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety accordion. <i>Please provide a copy of a written food safety plan that will be made available at Desert Wind Middle School and Desert Sunrise High School.</i>
7	The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed schools: suncup juice containing concentrates from China, Argentina, Brazil, Chile, Poland, and New Zealand. Additionally, documentation justifying a Buy American exception was not maintained/on file.	Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar and FAQ. Funds used from the nonprofit 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/forms under the Operational accordion. Buy American Recorded Webinar and FAQ 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 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.</i>

General Program Compliance: Reporting and Recordkeeping

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| 8 Production record crediting is inaccurate. Specifically, 12 round tortilla chips served at Desert Sunrise High School during lunch on 1/10/23 credited as 1 oz eq grains; however, the production record indicated it contained 2 oz eq. | 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 an updated production record that reflects consistent, accurate crediting information for round tortilla chips. 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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| 9 Production record crediting is inaccurate. Specifically, pizza stick mozzarella served at Desert Sunrise High School during lunch on 1/12/23 credited as 1.50 oz eq grains; however, the production record indicated it contained 2 oz eq. | 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 an updated production record that reflects consistent, accurate crediting information for pizza stick mozzarella. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i> |

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

No Findings.

Other Federal Program Reviews: Afterschool Snack Program

Not Applicable.

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 Applicable.

Other Federal Program Reviews: Special Milk Program

Not Applicable.

Other Federal Program Reviews: At-Risk Afterschool Meals

Not Applicable.

Comments/Recommendations:

Maricopa Unified School District, thank you for completing this program year Administrative Review. I wanted to give extra appreciation to the colorful and full of variety fruit and salad bar available to students! Also, thank you for providing such a welcoming environment for me to work in.

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	\$0.00
<input type="checkbox"/> No- NSLP	<input checked="" type="checkbox"/> Yes- NSLP	\$1,208.83

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **April 18, 2023** to Danielle Kirksey at Danielle.Kirksey@azed.gov.

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Reviewer Signature	Date	on behalf of Kerrie Zigler 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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