



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Heritage Elementary School

CTD: 07-89-85

Site(s): Heritage Elementary School, La Paloma Academy Marana, Liberty Traditional School, Liberty Traditional Charter School - Saddleback

Contacts: Jackie Trujillo, Superintendent / Amanda Herd, Food Service Director

Review Date: April 24-27, 2023

Review Period: March 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			
1	Multiple applications were certified incorrectly or utilized incomplete information. Specifically, several household applications were processed with missing social security number or "no social security number" check box marked. This did not contribute toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications, Reviewing Applications Based on Income, Assessing Completeness of Categorically Eligible Applications, Determining Eligibility for Categorically Eligible Applications section(s) 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. Required -OR- Suggested completing the training: Step-by-Step Instruction: How to Process Household Applications found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to reduce the amount of errors that occur while determining the eligibility status for each student. Additionally, the certificate of completion of Step-by-Step Instruction: How to Process Household Applications must be submitted.</i>

2	In multiple instances, the date eligibility was determined was not transferred correctly to the benefit issuance document (BID) or incomplete information was recorded on the BID. This did not result in fiscal action calculations due to the correct eligibility being recorded on the BID.	Discussed requirement that eligibility status must be implemented within 10 operating days of receipt of an application. Discussed best practices for ensuring eligibility status is transferred to the benefit issuance document (such as having someone double check on a regular basis). The Step-by-Step Instruction: How to Create a Benefit Issuance Document (BID) can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.	<i>Corrections have been made to the benefit issuance document. Please provide a written description of the process that will be implemented to ensure that the benefit issuance document matches the most recent documentation on file for all current students and their eligibility status.</i>
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Performance Standard 1: Meal Counting and Claiming – Critical Area

No Findings

Performance Standard 2: Meal Components & Quantities – Critical Area

3	Offer versus Serve (OVS) was implemented at lunch for preschool students at Heritage Elementary School who were not comingled with other grade groups. Specifically, students were able to decline the milk component.	Discussed preschool meal service requirements. Specifically, Offer versus Serve (OVS) is not allowable 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 under the Meal Pattern accordion.	<i>Please provide a written description demonstrating how the correct meal service (i.e., serve only or family style) will be implemented for preschool students. Additionally, please provide written assurance that moving forward, OVS will not be implemented for preschool students.</i>
4	Fluid milk was not available in at least two varieties at lunch on 3/28/2023 at Liberty Traditional Charter School - Saddleback . This was not a repeat finding from previous cycle and did not contribute toward fiscal action calculations.	Discussed variety requirement (even for Headstart) and feasible options for compliance (i.e., in juvenile corrections facility). 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).	<i>Please provide one week of lunch production records for Liberty Traditional Charter School - Saddleback 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 lunch.</i>

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

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| 5 The verification sample size used was not correct based on the number of applications eligible for verification. Specifically, 9 applications should have been verified, but 11 were actually verified. | Discussed correct calculation of sample size and which applications are subject to verification. Discussed attending ADE's Drop-in Workshop: Preparing for Verification. Referred to Verification Sample Size Calculator and Online Training: Verification Review found on ADE's website at https://www.azed.gov/hns/nslp/training . Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion. | <i>Please provide written procedures for how the verification sample size will be determined in the future.</i> |
| 6 The most recent Verification Summary Report was not accurate. Specifically, the verification summary report indicates that there were 306 applications on file while documentation showed that 296 applications were actually on file. | Discussed that Verification Summary Report must reflect actual verification process and results, discussed specific discrepancies. Discussed attending ADE's Drop-in Workshop: Submitting for Verification. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion. | <i>Please provide a written description of the changes that have been implemented to ensure that the Verification Summary Report will accurately reflect the verification practices and results that occurred.</i> |
| 7 Direct verification was not conducted appropriately. Specifically, students who were not selected for verification were searched in direct verification. | Discussed eligibility status remains the same when a selected student is matched in direct verification. Referred to Step-by-Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/Direct Verification found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion. | <i>Please provide written procedures for conducting direct verification and written assurance that direct verification will be conducted according to requirements on all applications selected for verification.</i> |

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| <p>8 Households selected for verification were not notified adequately. Specifically, the letter used at Liberty Traditional Charter School - Saddleback did not include a list of the types of acceptable information that may be provided to confirm current income.</p> | <p>Discussed requirements for notifying households selected for verification and potential timelines. Referred to Notification of Verification Letter and Online Training: Verification Review found on ADE's website at https://www.azed.gov/hns/nslp/training. Additionally, referred to Section 6: Verification 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.</p> | <p><i>Please provide written assurance that households selected for verification will be notified according to requirements. Additionally, provide a copy of the notification letter that will be used for this purpose.</i></p> |
| <p>9 Households that failed to respond to verification were not given adequate follow-up. Specifically, the households who failed to respond to verification were not provided 10 calendar days before terminating benefits.</p> | <p>Discussed requirements for notifying households of adverse action, including timelines and dates to be included on the notice. Referred to Online Training: Verification Review found at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion.</p> | <p><i>Please provide written procedures for notifying households of a decrease in benefit status and written assurance that an adequate notice of adverse action will be provided to households that will have a decrease in benefits.</i></p> |

Meal Access & Reimbursement: Meal Counting and Claiming

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| <p>10 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 for Heritage Elementary School, Liberty Traditional Charter School, and Liberty Traditional Charter School – Saddleback.</p> | <p>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.</p> | <p><i>Please provide a completed daily edit check worksheet for the month of May. 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></p> |
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Meal Pattern & Nutritional Quality: Offer Versus Serve

No Findings

Meal Pattern & Nutritional Quality: Meal Components and Quantities

11	Signage which explains what constitutes a reimbursable meal was not displayed to students at lunch at Liberty Traditional Charter School - Saddleback .	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>Signage was displayed during the on-site visit. No further corrective action is required.</i>
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Resource Management

No Findings

Procurement

No Findings

General Program Compliance: Civil Rights

12	The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically, the breakfast outreach flyers did not include the USDA nondiscrimination 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 breakfast outreach flyer with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i>
13	Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically, the procedures did not include what information should be collected by the staff member receiving the complaint nor the outside agency to which complaints would be forwarded.	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 https://www.azed.gov/hns/civilrights . The Step-by-Step Instruction: How to File a Civil Rights Complaint 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 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>

14	The "And Justice for All" poster was not displayed in a prominent location and was not visible to all program participants at La Paloma Academy Marana .	Discussed requirements of where poster must be placed and where to find a printable "And Justice For All" poster on ADE's website at https://www.azed.gov/hns/civilrights . Referred to HNS 08-2019 USDA Nondiscrimination And Justice for All Poster Clarification.	<i>Please provide pictures to demonstrate the posters are now displayed in a prominent location and visible to all program participants. Additionally, please provide written assurance that the "And Justice For All" poster has been displayed in a prominent location and visible to all program participants.</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

15	Employees outside of the School Nutrition Program whose responsibilities assist in the operation of the NSLP/SBP have not received applicable training. Specifically, two staff were identified as having responsibilities related to program operations (operating the POS and serving meals) at La Paloma Academy Marana. Training requirements have not been met by these staff and there was not a plan in place to meet training requirements by the end of the school year.	Discussed 4 hour training requirement, employees' job duties and applicable trainings that could be provided and feasible timeline. Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Build Your Employees Training Plans accordion. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.	<i>Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that these employees will receive.</i>
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General Program Compliance: Water

No Findings

General Program Compliance: Food Safety, Storage and Buy American

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| 16 Temperature logs for the dry food storage areas are not being maintained at Liberty Traditional Charter School . | Discussed requirements for maintaining food storage area temperature logs, sample templates, and who would be responsible. Temperature logs for food storage areas must be maintained for 6 months. Monitoring forms can be found on ADE's website at https://www.azed.gov/hns/nsfp/forms under the Food/Health Safety accordion. Additionally, discussed Food Safety Online Training Library can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ . | <i>Please provide a copy of the temperature log that will be used for food storage areas as well as written assurance that logs will be kept daily and maintained on-file for 6 months.</i> |
| 17 Storage violations were observed at Liberty Traditional Charter School . Specifically, open packages were observed in the freezer storage. Additionally, food was not stored at least 6" off the ground in the dry storage area. | Discussed specific violations and feasible solutions. Referred to Arizona's School Food Safety Guidance found on ADE's website at https://www.azed.gov/hns/nsfp/forms under the Food/Health Safety accordion. Additionally, discussed Food Safety Online Training Library can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ . | <i>Please provide a written description of the changes that have been made to correct the storage violations found.</i> |
| 18 Storage violations were observed at Heritage Elementary School . Specifically, food was not stored at least 6" off the ground in the freezer storage area. | Discussed specific violations and feasible solutions. Referred to Arizona's School Food Safety Guidance found on ADE's website at https://www.azed.gov/hns/nsfp/forms under the Food/Health Safety accordion. Additionally, discussed Food Safety Online Training Library can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ . | <i>Please provide a written description of the changes that have been made to correct the storage violations found.</i> |
| 19 The most recent food safety inspection report was not posted in a prominent location and was not visible to all program participants at La Paloma Academy Marana . | Discussed making copies of most recent report and feasible places for posting. | <i>Please provide a photo demonstrating that the most recent food safety inspection report has been posted in a location where the program participants can view it. Additionally, please specify where the report has been posted.</i> |

20	Temperature logs for the dry food storage areas are not being maintained at La Paloma Academy Marana .	Discussed requirements for maintaining food storage area temperature logs, sample templates, and who would be responsible. Temperature logs for food storage areas must be maintained for 6 months. Monitoring forms can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety accordion. Additionally, discussed Food Safety Online Training Library can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ .	<i>Please provide a copy of the temperature log that will be used for food storage areas as well as written assurance that logs will be kept daily and maintained on-file for 6 months.</i>
21	Temperature logs for the outdoor refrigerator unit are not being maintained at La Paloma Academy South .	Discussed requirements for maintaining food storage area temperature logs, sample templates, and who would be responsible. Temperature logs for food storage areas must be maintained for 6 months. Monitoring forms can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety accordion. Additionally, discussed Food Safety Online Training Library can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ .	<i>Please provide a copy of the temperature log that will be used for food storage areas as well as written assurance that logs will be kept daily and maintained on-file for 6 months.</i>
22	Temperature logs for the dry food storage area are not being maintained at Ministerios Tierra de Benediccion .	Discussed requirements for maintaining food storage area temperature logs, sample templates, and who would be responsible. Temperature logs for food storage areas must be maintained for 6 months. Monitoring forms can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety accordion. Additionally, discussed Food Safety Online Training Library can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ .	<i>Please provide a copy of the temperature log that will be used for food storage areas as well as written assurance that logs will be kept daily and maintained on-file for 6 months.</i>

General Program Compliance: Reporting and Recordkeeping

23	Records documenting the current Free and Reduced Price Policy Statement were not kept on file for the minimum required 5 years.	Discussed record keeping requirements and timeframe of 5 years.	<i>Please provide written assurance that all documents pertaining to the school meal programs will be retained on file for at least 5 years, as is required by Arizona law, as well as a written plan for ensuring that this requirement is met.</i>
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24	Production record crediting is inaccurate. Specifically, the sausage patty served at breakfast on 3/8/2023 at Liberty Traditional Charter School credited as 1.0 oz eq meat/meat alternate; however, the production record indicated it contained 2.0 oz eq meat/meat alternate.	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 production record that reflects the correct crediting information for the sausage patty. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
25	Production record crediting is inaccurate. Specifically, the breakfast pizza served at breakfast on 3/9/2023 at Liberty Traditional Charter School credited as 1.0 oz eq meat/meat alternate and 1.5 oz eq grain; however, the production record indicated it contained 2.0 oz eq meat/meat alternate and 2 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 https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for the breakfast pizza. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
26	Recipe and production record crediting is inaccurate. Specifically, the cheeseburger served at lunch on 3/9/2023 at Liberty Traditional Charter School and Heritage Elementary School credited as 3.0 oz eq meat/meat alternate and 2.0 oz eq grain; however, the recipe and production record indicated it contained 2.5 oz eq meat/meat alternate and 2.0 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 https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion.	<i>Please provide an updated recipe and production record that reflects the correct crediting information for the cheeseburger. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
27	Production record crediting is inaccurate. Specifically, the strawberry popart served at breakfast on 3/6/23 at Heritage Elementary School credited as 1.0 oz eq grain; however, the production record indicated it contained 1.25 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 https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for the strawberry popart. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
28	Production record crediting is inaccurate. Specifically, the bean and cheese burrito served at lunch on 3/7/23 at Heritage Elementary School credited as 2.0 oz eq grain and 2.0 oz eq meat/meat alternate; however, the production record indicated it contained 1.5 oz eq grain and 1.5 oz eq meat/meat alternate.	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 production record that reflects the correct crediting information for the bean and cheese burrito. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
29	Production record crediting is inaccurate. Specifically, the romaine lettuce served at lunch on 3/9/23 at Heritage Elementary School credited as 1/4 cup vegetable; however, the production record indicated it contained 1/2 cup vegetable.	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 production record that reflects the correct crediting information for romaine lettuce. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>

30	Recipe and production record crediting is inaccurate. Specifically, the taco served at lunch on 3/28/2023 at Liberty Traditional Charter School - Saddleback credited as 2.25 oz eq. meat/meat alternate and 1.5 oz eq grain; however, the recipe and production record indicated it contained 2.0 oz eq. meat/meat alternate and 1.5 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 https://www.azed.gov/hns/nsfp/forms under the Menu Planning accordion.	<i>Please provide an updated recipe and production record that reflects the correct crediting information for the taco. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
31	Recipe and production record crediting is inaccurate. Specifically, the chicken quesadilla served at lunch on 3/29/2023 at Liberty Traditional Charter School - Saddleback credited as 4.5 oz eq. meat/meat alternate and 1.5 oz eq grain; however, the recipe and production record indicated it contained 4.0 oz eq. meat/meat alternate and 1.5 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 https://www.azed.gov/hns/nsfp/forms under the Menu Planning accordion.	<i>Please provide an updated recipe and production record that reflects the correct crediting information for the chicken quesadilla. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
32	Recipe and production record crediting is inaccurate. Specifically, the chicken alfredo served at lunch on 3/30/2023 at Liberty Traditional Charter School - Saddleback credited as 3.5 oz eq. meat/meat alternate and 2.0 oz eq grain; however, the recipe and production record indicated it contained 3.0 oz eq. meat/meat alternate and 2.0 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 https://www.azed.gov/hns/nsfp/forms under the Menu Planning accordion.	<i>Please provide an updated recipe and production record that reflects the correct crediting information for the chicken alfredo. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
33	Recipe and production record crediting is inaccurate. Specifically, the nacho supreme served at lunch on 3/31/2023 at Liberty Traditional Charter School - Saddleback credited as 2.5 oz eq. meat/meat alternate and 1.25 oz eq grain; however, the recipe and production record indicated it contained 0.75 eq. meat/meat alternate and 1.25 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 https://www.azed.gov/hns/nsfp/forms under the Menu Planning accordion.	<i>Please provide an updated recipe and production record that reflects the correct crediting information for the nacho supreme. 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

34	Households were not notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year at the Douglas and Williams sites.	Discussed which entities in the local area operate the SFSP and how to notify families. Discussed other resources within the local area to provide families regarding meals during the summer months when school is not in session. Summer feeding locations can be found at https://www.azhealthzone.org/ .	<i>Please provide a description of how households will be notified of the availability of the SFSP prior to the end of the school year and written assurance that this will occur. If you do not plan to operate the SFSP and no other entities reasonably close to your sites operate the SFSP, please provide a description of other community resources that will be provided to households prior to the end of the school year.</i>
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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

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| 35 | The counting system employed at Liberty Traditional Charter School does not result in accurate snack counts on the claim for reimbursement. This contributed towards fiscal action calculations.

Additionally, the incorrect number of serving days was reported on the claim for reimbursement. | Discussed ways to improve the counting system or alter it to ensure accurate counts are submitted in the claim for reimbursement. | <i>Please provide a written description of the system that will be implemented to ensure accurate snack counts are claimed for reimbursement.</i> |
| 36 | The counting system employed at Heritage Elementary School does not result in accurate snack counts on the claim for reimbursement. This contributed towards fiscal action calculations. | Discussed ways to improve the counting system or alter it to ensure accurate counts are submitted in the claim for reimbursement. | <i>Please provide a written description of the system that will be implemented to ensure accurate snack counts are claimed for reimbursement.</i> |
| 37 | The counting system employed at La Paloma Academy Marana does not result in accurate snack counts on the claim for reimbursement. This contributed towards fiscal action calculations. | Discussed ways to improve the counting system or alter it to ensure accurate counts are submitted in the claim for reimbursement. | <i>Please provide a written description of the system that will be implemented to ensure accurate snack counts are claimed for reimbursement.</i> |
| 38 | The Afterschool Snack Program (ASP) monitoring review was not conducted within the first four weeks of operation and one additional time during the school year at La Paloma Academy Marana . | Discussed ASP monitoring requirements. A sample ASP monitoring form can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational accordion. | <i>Please provide written assurance that the ASP will be monitored once within the first four weeks of operation and one additional time during the school year, and that documentation to support this will be maintained.</i> |

Comments/Recommendations:

Congratulations - Heritage Elementary School has completed the SY2022-2023 Administrative Review. Thank you for your hard work throughout the review process! Your dedication to serving your students healthy meals 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?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$0.00
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	(\$9.44)

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **June 29, 2023** to Noelle Schrankler at Noelle.Schrankler@azed.gov.

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.

www.azed.gov – (602) 542-8700 – 1535 West Jefferson Street • Phoenix, Arizona 85007 Bin # 7
This institution is an equal opportunity provider.