



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Murphy Elementary District

CTD: 07-04-21

Site(s): Jack L Kuban Elementary School ; St. Matthew School

Contacts: Nate Dettmar, Superintendent ; Linda Cordova, Business Manager ; Valerie Rojas, Food Service Coordinator

Review Date: February 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
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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

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| 1 | Jack L Kuban Elementary School: During the review period, fluid milk was not available in at least two varieties at breakfast. This was determined to be a repeat finding from previous cycle and contributed 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 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> |
| 2 | Jack L Kuban Elementary School: On the day of review, fluid milk was not available in at least two varieties at breakfast. This was determined to be a repeat finding from previous cycle and contributed toward fiscal action calculations. | Allowable milk varieties are fat-free unflavored, fat-free flavored and 1% unflavored. | <i>Please provide written assurance that fluid milk will always be available in at least two varieties at breakfast.</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

No Findings

Meal Access & Reimbursement: Meal Counting and Claiming

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| 3 Jack L Kuban Elementary School and St. Matthew School: 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 Jack L Kuban Elementary School and St. Matthew School for the month of March 2023. 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

No Findings

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No Findings

Resource Management

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| 4 Meals served to teachers, administrators, custodians, and other adults were not priced so that the adult payment was sufficient to cover the overall cost of the meal. | Discussed ways to determine adult meal prices which included pricing adult meals to reflect the amount of reimbursement received for a free meal plus the per meal value of entitlement and bonus commodities for non-pricing programs. Referred to Adult Meal Pricing Tool SY 22-23 on ADE's website at https://www.azed.gov/hns/nslp/forms/ under the Financial accordion. | <i>Please provide a written description of the steps which have been taken to increase adult meal prices and resolve the discrepancy, including the exact formula used to price adult meals. Additionally, please submit supporting documentation which reflects that prices have been increased to the appropriate level.</i> |
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| <p>5 Indirect costs were incorrectly calculated. Specifically, the SFA used the incorrect amount of exempt costs in the direct cost base. Specifically, the incorrect value of the capital expenses and commodities was used (did not match values reported in AFR). Additionally, the value of FSMC expenses after \$25,000 were included in the direct cost base when they should be exempt. Therefore, the direct cost base should have been \$229,304, not \$1,530,865.86, and the indirect costs charged should have been \$57,326, not \$318,348.</p> | <p>Discussed proper classification of direct/indirect costs. Reviewed requirements that indirect costs be charged consistently across the SFA as required in 2 CFR 200.412-414. Referred to the USDA's Indirect Cost Guidance Manual located at https://www.azed.gov/hns/nsip under the Guidance Manuals accordion, which can be used as a resource when determining allowable indirect costs.</p> | <p><i>Please provide the calculation or tool that will be used to determine the amount of indirect costs charged to the nonprofit school food service account. Additionally, please provide a written plan detailing the steps that will be taken to ensure indirect costs are calculated accurately. If required please also provide supporting documentation which reflects that any indirect costs charged in excess of the allowable rate have been returned to the nonprofit school food service account.</i></p> |
| <p>\$261,022 must be transferred back to the non-profit school food service account.</p> | | |

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| <p>6 Documentation was not provided to support the usage of Supply Chain Assistance funds.</p> | <p>Discussed that the attestation statement signed by the SFA detailed that the SFA will use Supply Chain Assistance (SCA) funds only for purchasing unprocessed or minimally processed domestic food products and that SFAs are required to maintain purchasing and other related records for review and audit purposes. Referred to SP 03-2022: Allocation of Supply Chain Assistance (SCA) Funds to Alleviate Supply Chain Disruptions in the School Meal Programs located on ADE's website at https://www.azed.gov/hns/memos.</p> | <p><i>Please provide documentation demonstrating how the \$28,341.65 of Supply Chain Assistance funds were spent.</i></p> |
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Procurement

No Findings

General Program Compliance: Civil Rights

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| <p>7 The USDA nondiscrimination statement used on program materials is not the most current USDA statement.</p> | <p>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.</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> |
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| <p>8 The public/media release provided to local media, the unemployment office and local employers considering large layoffs did not contain all required sections. Specifically, the income eligibility criteria for a family to receive free or reduced price meals was missing.</p> | <p>Discussed schools must provide public notification regarding the availability of school meals and the eligibility criteria at or near the beginning of the school year. Referred to 7 CFR 245.5.3. Additionally, referred to the template release that can be found on ADE's website at https://www.azed.gov/hns/nsfp/forms under the Outreach accordion.</p> | <p><i>Please provide a copy of updated public media/release template which demonstrates compliance. Additionally, please provide written assurance that the public/media release provided to local media, the unemployment office and local employers considering large layoffs will contain all required sections.</i></p> |
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| <p>9 Documentation to support that program staff have been trained on civil rights topics has not been maintained.</p> | <p>Discussed feasible ways to document that program staff have been trained on civil rights topics.</p> | <p><i>Please provide a written description of how training on civil rights topics for all program staff will be documented. Provide a plan for when such a training is expected to be conducted next.</i></p> |

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

No Findings

General Program Compliance: Reporting and Recordkeeping

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| <p>10 The site application in CNPWeb does not accurately reflect the counting and claiming procedures that were observed on-site. Specifically, the site application indicated that Jack L Kuban Elementary School implements Serve-Only at breakfast when Offer versus Serve was observed on review period documentation and during meal observations.</p> | <p>Advised SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes.</p> | <p><i>Please submit a new site application in CNPWeb that accurately reflects counting and claiming procedures. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.</i></p> |
| <p>11 The site application in CNPWeb does not accurately reflect the counting and claiming procedures that were observed on-site. Specifically, the site application indicated that St. Matthew School implements Serve-Only at Lunch when Offer versus Serve was observed on review period documentation and during meal observations. Advised SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes.</p> | <p>Advised SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes.</p> | <p><i>Please submit a new site application in CNPWeb that accurately reflects counting and claiming procedures. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.</i></p> |
| <p>12 The site application in CNPWeb does not accurately reflect the counting and claiming procedures that were observed on-site. Specifically, the site application indicated that Jack L Kuban Elementary School implements the NSLP meal pattern during At-Risk Supper when menu planning and review period documentation confirm that the CACFP meal pattern is in use for At-Risk Supper.</p> | <p>Advised SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes.</p> | <p><i>Please submit a new site application in CNPWeb that accurately reflects counting and claiming procedures. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.</i></p> |
| <p>13 Jack L Kuban Elementary School: Production record crediting is inaccurate. Specifically, Fresh Orange Wedges served at Breakfast on January 9, 2023 credited as 1/2 cup fruit; however, the production record indicated it contained 5/8 cup fruit.</p> | <p>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 accordon.</p> | <p><i>Please provide a production record that reflects the correct crediting information for Fresh Orange Wedges. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p> |
| <p>14 Jack L Kuban Elementary School: Production record crediting is inaccurate. Specifically, a Fresh Orange served at Breakfast on January 11, 2023 credited as 1/2 cup fruit; however, the production record indicated it contained 5/8 cup fruit.</p> | <p>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 accordon.</p> | <p><i>Please provide a production record that reflects the correct crediting information for Fresh Orange. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p> |

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| <p>15 Jack L Kuban Elementary School: Production record crediting is inaccurate. Specifically, Cocoa Puffs Cereal served at Breakfast on January 12, 2023 credited as 2 oz equivalent grain; however, the production record indicated it contained 1 oz equivalent grain.</p> | <p>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.</p> | <p><i>Please provide a production record that reflects the correct crediting information for Cocoa Puffs Cereal. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p> |
| <p>16 Jack L Kuban Elementary School: Production record crediting is inaccurate. Specifically, Frosted Strawberry Pop-Tart served at Breakfast on January 13, 2023 credited as 2 oz equivalent grain; however, the production record indicated it contained 2.25 oz equivalent grain.</p> | <p>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.</p> | <p><i>Please provide a production record that reflects the correct crediting information for Frosted Strawberry Pop-Tart. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p> |
| <p>17 Jack L Kuban Elementary School and St. Matthew School: Production record crediting is inaccurate. Specifically, Whole Grain Dinner Roll served at Lunch on January 9, 2023 credited as 3 oz equivalent grain; however, the production record indicated it contained 2 oz equivalent grain.</p> | <p>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.</p> | <p><i>Please provide a production record that reflects the correct crediting information for Whole Grain Dinner Roll. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p> |
| <p>18 Jack L Kuban Elementary School and St. Matthew School: Production record crediting is inaccurate. Specifically, Turkey Ham & Cheese Sandwich and Ham & Cheddar Chef Salad served at Lunch on January 10, 2023 credited as 2.5 oz equivalent M/MA; however, the production record indicated it contained 2 oz equivalent M/MA.</p> | <p>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.</p> | <p><i>Please provide a production record that reflects the correct crediting information for Turkey Ham & Cheese Sandwich and Ham & Cheddar Chef Salad. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p> |
| <p>19 Jack L Kuban Elementary School and St. Matthew School: Production record crediting is inaccurate. Specifically, a Fresh Apple served at Lunch on January 11, 2023 credited as 1 cup fruit; however, the production record indicated it contained 1 1/8 cup fruit.</p> | <p>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.</p> | <p><i>Please provide a production record that reflects the correct crediting information for Fresh Apple. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p> |

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

No Findings

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

\$3,887.89

☒ No- NSLP

☐ Yes- NSLP

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by April 28, 2023 to Brandon.Estrada@azed.gov

Reviewer Signature

Date

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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