



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Washington Elementary School District

CTD: 07-04-06

Sites: Abraham Lincoln Traditional School, Mountain Sky Middle School, Mountain View Elementary School, and Sweetwater School

Contacts: Dr. Paul Stanton, Superintendent and Melissa Paulsen, Director

Review Date: January 23-26, 2023

Review Period: December 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. | Review Observations & Findings | Technical Assistance Provided | Required Corrective Action |
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| 1 | Breakfast service observed on the day of review did not support that reimbursable meal counts are accurate. Specifically, non-reimbursable meals were included in the breakfast counts on the day of review at Mountain View Elementary School and Sweetwater School. This was deemed a systemic error and contributed towards fiscal action calculations. A full recalculation of breakfasts served for the months of August 2022–February 2023 will be conducted at Mountain View Elementary School and Sweetwater School. | Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Additionally discussed that meal counts must be taken at the point of service when a student receives a reimbursable meal. | <i>Changes to the procedures of meal counting and claiming have been made and a recalculation was conducted at Mountain View Elementary School and Sweetwater School. Fiscal action calculations were disregarded. No further corrective action is required at this time.</i> |
| 2 | Meal count totals for the review period were not correctly combined and recorded. Specifically, one classroom submitted two meal count totals for December 6, 2022 which were both included on the claim for reimbursement at Mountain View Elementary School. This was deemed a non-systemic error 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. | <i>Please provide a written description of changes to the system that have been implemented to ensure that meal service lines provide an accurate count by eligibility category.</i> |

Performance Standard 2: Meal Components & Quantities – Critical Area

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| 3 | On the day of review, it was observed that multiple breakfasts counted for reimbursement did not contain all of the required meal components. Specifically, 15 breakfasts were observed without a fruit or juice at Mountain View Elementary School on January 24, 2023 and 7 breakfasts were observed without a fruit or juice at Sweetwater School on January 25, 2023. This 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. The Recognizing a Reimbursable Breakfast Meal at the Point of Service 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 a written description of the changes that have been made to ensure that all breakfasts counted for reimbursement contain all of the required meal components.</i> |
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| 4 | On the day of review, it was observed that multiple lunches counted for reimbursement did not contain all of the required meal components. Specifically, 12 lunches were observed without any or without sufficient quantities of fruit or vegetable at Mountain View Elementary School on January 24, 2023. This contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 8 cents) until sufficient corrective action is received. | 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. The Recognizing a Reimbursable Meal at the Point of Service 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 a written description of the changes that have been made to ensure that all lunches counted for reimbursement contain all of the required meal components.</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

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>The district's software system was updated to reflect the attendance factors on the monthly reimbursement claims during the on-site review. No further corrective action is needed.</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

No findings.

Procurement

No findings.

General Program Compliance: Civil Rights

6	The most current "And Justice for All" poster was not displayed in a prominent location and was not visible to all program participants at Sweetwater School.	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>The SFA replaced the previous version of the "And Justice for All" poster with the most current one. No further corrective action is required.</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

No findings.

General Program Compliance: Reporting and Recordkeeping

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| 7 | Production record and recipe crediting is inaccurate. Specifically, cheeseburger served at lunch on December 7, 2022 at Abraham Lincoln Traditional School, Mountain Sky Middle School, Mountain View Elementary School, and Sweetwater School credited as 3.25 oz eq meat/meat alternate; however, the production record indicated it contained 3.5 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/nsip/forms under the Menu Planning accordion. | <i>Please provide a production record and recipe that reflect the correct crediting information for cheeseburger. 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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| 8 | Production record crediting is inaccurate. Specifically, macaroni and cheese served at lunch on December 8, 2022 at Abraham Lincoln Traditional School, Mountain View Elementary School, and Sweetwater School credited as 2.5 oz eq meat/meat alternate and 1.25 oz eq grain; however, the production record indicated it contained 2.0 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/nsip/forms under the Menu Planning accordion. | <i>Please provide a production record that reflects the correct crediting information for macaroni and cheese. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on production records.</i> |

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

No findings.

Other Federal Program Reviews: Afterschool Snack Program

No findings.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2023 if applicable.

Other Federal Program Reviews: Fresh Fruit and Vegetable Program

No findings.

Other Federal Program Reviews: Special Milk Program

Not applicable.

Other Federal Program Reviews: At-Risk Afterschool Meals

Not applicable.

Comments/Recommendations:

Congratulations! Washington Elementary School 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 marvelously together in order to do an outstanding job to ensure your students are fed healthy, delicious meals in a supportive environment. It is recommend to provide additional oversight to classrooms that show questionable (repetitive) patterns meal counts.

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	\$42.48

Fiscal Action under \$600 will be disregarded.

Sufficient corrective action was received on February 22, 2023. No further action is required at this time.

Reviewer Signature	Date
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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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