



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Topock Elementary District

CTD: 08-04-12

Site: Topock Elementary School

Contacts: John Warren, Superintendent and Laci Hewtt, Kitchen Manager

Review Date: November 14, 2023

Review Period: October 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

<p>1 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, daily vegetable quantities were low on 10/2, 10/3, and 10/5 at lunch. Only 1/2 cup was served on 10/2 and 10/5 and only 5/8 cup was served on 10/3 when 3/4 cup needs to be served daily. This was determined to be a repeat finding from the previous cycle and contributed toward fiscal action calculations.</p>	<p>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 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).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that daily vegetable quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</i></p>
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- 2 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly vegetable quantities were low at lunch. Only 3 3/8 cup was served during the week, when 3 3/4 cup needs to be served weekly. 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 (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 <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).
- Please provide a written description of the changes that have been made to ensure that weekly vegetable quantities meet minimum amounts required by the meal pattern.*
- 3 Quantities observed on the day of review/during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly red/orange vegetable subgroup was low at lunch. Only 5/8 cup was served when 3/4 cup needs to be served weekly. 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 (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 <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).
- Please provide a written description of the changes that have been made to ensure that red/orange vegetable subgroup quantities meet minimum amounts required by the meal pattern.*

- 4 The following vegetable subgroup was not offered during the review period: Beans/Peas (Legumes). This was not determined to be a repeat finding from the previous cycle and will not contribute toward fiscal action calculations.
- Discussed vegetable subgroup requirements for the age/grade groups served. vegetable Subgroup Quick Guide can be found on ADE's website at <https://www.azed.gov/hns/nslp/forms> under the Menu Planning 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 vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).
- Please provide one week of lunch production records which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements.*
- 5 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly grains were low at lunch. Only 5 oz eq was served where 8 oz eq needs to be served weekly. 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 (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 <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).
- Please provide a written description of the changes that have been made to ensure that weekly grains quantities meet minimum amounts required by the meal pattern.*

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| <p>6 On the day of review, it was observed that 5 breakfasts counted for reimbursement did not contain all of the required meal components. Specifically, 5 students left the point of service with only 1/2 cup fruit juice as the fruit component. This contributed toward fiscal action calculations.</p> | <p>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 and/or 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.</p> | <p><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. Additionally, the certificate of completion of Recognizing a Reimbursable Meal at the Point of Service must be submitted.</i></p> |
| <p>7 Milk substitutions did not meet requirements. Specifically, juice was served in place of milk for one participant on the day of review.</p> | <p>Provided nutrient requirements for milk substitutes and discussed options for meal service. Q&As - Milk Substitution for Children with Medical or Special Dietary Needs (Non-Disability) can be found on FNS website at http://www.fns.usda.gov/qas-milk-substitution-children-medical-or-special-dietary-needs-non-disability/.</p> | <p><i>If planning to continue offering a fluid milk substitute, please provide a copy of the Nutrition Facts label of the product that will be used that meets the nutrition requirements. If a fluid milk substitute will no longer be offered, please provide a written description of procedures that will be implemented to ensure only complete meals will be counted for reimbursement.</i></p> |

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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| <p>8 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.</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 most recently submitted claim month. 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

Not Applicable.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No findings.

Resource Management

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| 9 | Meals served to teachers, administrators, custodians, and other adults were not priced so that the adult payment in combination with any per-lunch revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to cover the overall cost of the meal. | Discussed ways to determine adult meal prices which included a per meal cost analysis and pricing utilizing the Adult Meal Pricing Tool. Non-Pricing Sites: 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. Pricing Site: the paid meal price plus the amount of reimbursement received for a paid meal plus the per meal value of entitlement and bonus commodities for 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> |
| 10 | The Financial Management System utilized was insufficient to accurately identify and track all revenues and expenditures of the nonprofit school food service program. Specifically, invoices provided did not match the cost documented on the general ledger for SOC SEC - OASI. | Discussed feasibility for designating a separate financial account for the nonprofit school food service, as well as the requirement to differentiate revenues and expenditures of the nonprofit school food service program if a separate account cannot be designated. Discussed the importance of establishing a financial management system and internal controls needed to accurately track all revenues and expenditures of the nonprofit school food service program. | <i>Please provide a written description of steps that will be taken to ensure all revenues and expenditures of the nonprofit school food service account are easily identifiable as required in 7 CFR 210.14.</i> |
| 11 | Documentation was not provided to support the usage of Supply Chain Assistance funds. | 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 . | <i>Please provide documentation demonstrating how the \$13,947.08 of Supply Chain Assistance funds were spent.</i> |

Procurement

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| 12 | The SFA did not maintain oversight to ensure that contractors performed in accordance with the terms, conditions, and specifications of their contracts or purchase orders for the following formal purchase: Shamrock Farms Dairy. | Discussed that non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. | <i>Please provide a written description of the processes implemented to ensure contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.</i> |
| 13 | The SFA did not maintain oversight to ensure that food purchases complied with the Buy American provision for the following formal purchase: Shamrock Farms Dairy. | Discussed that the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Domestic preferences for procurements must be included in all subawards including all contracts and purchase orders for work or products. | <i>Please provide a written description of the processes implemented to ensure sufficient oversight with Buy American compliance when making small purchases.</i> |
| 14 | The SFA did not maintain records sufficient to detail the procurement for micro purchases. Specifically, no documentation was provided for the following micro purchases: Deco Food Services. | Discussed that non-Federal entities must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement and receipts/invoices for purchases made with Federal funds. | <i>Please provide a written description of procurement procedures that will be implemented to ensure that sufficient records will be maintained for all micro purchases. Additionally, please provide written assurance that all records will be maintained for 5 years.</i> |

General Program Compliance: Civil Rights

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| 15 | The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically, the statement is missing on the local wellness policy. | 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 program material with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i> |
| 16 | Documentation to support that program staff have been trained on civil rights topics has not been maintained. | Discussed feasible ways to document that program staff have been trained on civil rights topics. The SFA is going begin using ADE's training trackers and completing civil rights training annually. | <i>Please provide a written description 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> |
| 17 | The "And Justice for All" poster displayed was smaller than the USDA specified size of 11" by 17". | Discussed USDA guidance states that the "And Justice for All" poster must not be printed on paper in a size smaller than 11 x 17 inches. Referred to HNS 08-2019 USDA Nondiscrimination And Justice for All Poster Clarification. | <i>Corrected on site. The reviewer provided the "And Justice For All" poster in the specified size of 11 x 17 inches.</i> |
| 18 | The public/media release was not provided to local media, the unemployment office and local employers considering large layoffs. | Discussed requirements and timeframe for public/media release, and best options locally for submitting the release to. Showed where template release can be found on ADE's website at https://www.azed.gov/hns/nsfp/forms/ . Discussed who would be responsible for doing this. | <i>Please provide written procedures for distributing the public/media release and written assurance that the public/media release will be submitted to the local media, the unemployment office and local employers considering large layoffs prior to the start of each school year.</i> |

General Program Compliance: SFA On-Site Monitoring

Not Applicable.

General Program Compliance: Local Wellness Policy

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| <p>19 The required stakeholders are not being permitted to be involved in the development, review, and update of the Local Wellness Policy (LWP). Specifically, parents, students, representatives of the school food authority, the school board, school administrators, general public, teachers of physical education, and/or school health professionals were not permitted to participate in the development, review, and update of the LWP.</p> | <p>Discussed LEAs must permit participation by the general public and school community (including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators) in the wellness policy process. Guidance on assembling a Local Wellness Policy Team can be found on Team Nutrition's website at https://www.theicn.org/cnss/community-connection/assembling-the-team/. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training accordion.</p> | <p><i>Please provide a written description of how all stakeholders, including parents, students, representatives of the school food authority, the school board, school administrators, general public, teachers of physical education, and/or school health professionals, will be permitted to be involved in the development, review, and update of the LWP.</i></p> |
| <p>20 A recent assessment of the implementation of the Local Wellness Policy (LWP) has not been conducted nor have plans been developed to complete the assessment.</p> | <p>Discussed requirement to complete an assessment once every three years, at a minimum. The assessment must measure how the LEA is complying with their LWP, how the LEA's LWP compares to the model wellness policy, and progress made in attaining the goals of the wellness policy. The SFA has decided to use ADE's assessment tools. Additionally, discussed feasible means for notifying the public of the results of the most recent assessment. Sample evaluation tools can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Local Wellness Policy accordion. Local Wellness Policy Assessment: Making it Meaningful Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training accordion.</p> | <p><i>Please provide a written plan for conducting an assessment of the implementation of the LWP. This plan must include who will be designated as the oversight official, who will be invited to participate in the assessment process, and the date by which the assessment is expected to be completed.</i></p> |

General Program Compliance: Competitive Food Services

Not Applicable.

General Program Compliance: Professional Standards

<p>21 The School Nutrition Program Director did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed. Specifically, only 5 hours of planned training has been documented on the director training tracker.</p>	<p>Discussed 12 hour requirement and feasibility for attending upcoming applicable trainings. 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.</p>	<p><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 the School Nutrition Program Director is registered for. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.</i></p>
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General Program Compliance: Water

No Findings.

General Program Compliance: Food Safety, Storage and Buy American

<p>22 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.</p>	<p>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.</p>	<p><i>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.</i></p>
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General Program Compliance: Reporting and Recordkeeping

<p>23 Production record crediting is inaccurate. Specifically, Peas served at lunch on 10/2/2023 credited as 1/2 cup vegetable; however, the production record indicated it contained 3/4 cup vegetable.</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 Peas. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p>
<p>24 Production record crediting is inaccurate. Specifically, Hot Dog served at lunch on 10/2/2023 credited as 0 cup fruit; however, the production record indicated it contained 1/2 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 Hot Dog. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p>
<p>25 Production record crediting is inaccurate. Specifically, Broccoli and Cheese served at lunch on 10/3/2023 and 10/4/2023 credited as 2/3 cup vegetable; however, the production record indicated it contained 3/4 cup vegetable.</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 Broccoli and Cheese. 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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| 26 | Production record crediting is inaccurate. Specifically, Manwich served at lunch on 10/3/2023 credited as 0 cup fruit; however, the production record indicated it contained 1/2 cup fruit. | 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 Manwich. 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, Manwich served at lunch on 10/3/2023 credited as 1 oz eq meat/meat alternate; however, the production record indicated it contained 2 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 Manwich. 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, Broccoli and Cheese served at lunch on 10/3/2023 and 10/4/2023 credited as 1 oz eq meat/meat alternate; however, the production record indicated it contained 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 Broccoli and Cheese. 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, Meatball Sub served at lunch on 10/4/2023 credited as 0 cup fruit; however, the production record indicated it contained 1/2 cup fruit. | 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 Meatball Sub. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i> |
| 30 | Production record crediting is inaccurate. Specifically, Meatball Sub served at lunch on 10/4/2023 credited as 1/8 cup vegetable; however, the production record indicated it contained 0 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 Meatball Sub. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i> |
| 31 | Production record crediting is inaccurate. Specifically, Green Beans served at lunch on 10/5/2023 and 10/6/2023 credited as 1/2 cup vegetable; however, the production record indicated it contained 3/4 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 Green Beans. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i> |
| 32 | Production record crediting is inaccurate. Specifically, Mac & Cheese served at lunch on 10/5/2023 credited as 0 cup fruit; however, the production record indicated it contained 1/2 cup fruit. | 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 Mac & Cheese. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i> |
| 33 | Production record crediting is inaccurate. Specifically, Spaghetti served at lunch on 10/6/2023 credited as 1/2 cup vegetable; however, the production record indicated it contained 0 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 Spaghetti. 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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| 34 | Production record crediting is inaccurate. Specifically, Spaghetti served at lunch on 10/6/2023 credited as 0 cup fruit; however, the production record indicated it contained 1/2 cup fruit. | 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 Spaghetti. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i> |
| 35 | The parent letter does not contain all required content. Specifically, the parent letter does not specify that the SFA is operating a community eligibility provision. | Reviewed required content of parent letter and referred to USDA's Eligibility Manual for School Meals found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion. ADE Parent Letter template can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Eligibility Documents for School Meal Benefits accordion. | <i>Please provide the parent letter that includes language detailing the SFA is operating a community eligibility provision. Additionally, please provide written assurance that the parent letter will contain all required information henceforth.</i> |

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

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| 36 | Outreach to families regarding the availability of the School Breakfast Program (SBP) was not conducted at the beginning of the school year. | Discussed methods of notifying families of the availability of the SBP at the start of the school year. Additionally, discussed SBP outreach must include: serving times, locations where breakfast is available, and SBP costs. | <i>Please provide documentation that demonstrates how households are notified of the availability of the SBP at the beginning of the school year. Additionally, please provide a written description of how households will be notified of the availability of the SBP at the beginning of the school year and written assurance that this will occur.</i> |
| 37 | Households were not notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year. | Discussed methods of notifying families of the availability of the SFSP prior to the end of the school year and determined which was most feasible. 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 site 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> |

Other Federal Program Reviews: Afterschool Snack Program

Not Applicable.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2024 if applicable.

Other Federal Program Reviews: Fresh Fruit and Vegetable Program

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| 38 Nutrition education was not provided at least one time per week in conjunction with the Fresh Fruit and vegetable Program (FFVP) meal service. | Discussed that the FFVP operating requirements include providing nutrition education a minimum of once per week. Referred to the SY 2021-2022 Annual Training for the Fresh Fruit and vegetable Program sent to all FFVP operators at the beginning of the program year. | <i>Please provide a written description of how nutrition education will be incorporated into FFVP meal service at least one time per week.</i> |
| 39 The LEA did not complete the mandatory yearly Fresh Fruit and vegetable Program (FFVP) training by the deadline. | Discussed the requirement to participate in State agency training before beginning operations each new school year. Referred to USDA's Fresh Fruit and vegetable Program - A Handbook for Schools that can be found on FNS's website at https://www.fns.usda.gov/ffvp/ . | <i>Please provide a certificate of completion of the FFVP training. Additionally, please provide written assurance that this training will be completed prior to the deadline when operating FFVP.</i> |
| 40 Fresh Fruit and vegetable Program (FFVP) was not widely publicized within the school. | Discussed that all schools that participate in the FFVP are required to widely publicize within the school the availability of free fresh fruits and vegetables. Referred to USDA's Fresh Fruit and vegetable Program - A Handbook for Schools that can be found on FNS's website at https://www.fns.usda.gov/ffvp/ . | <i>Please provide a copy of promotional material communicating the availability of FFVP. Additionally, please provide a written description of how it will be publicized within the school.</i> |

Other Federal Program Reviews: Special Milk Program

Not Applicable.

Other Federal Program Reviews: At-Risk Afterschool Meals

Not Applicable.

Comments/Recommendations:

Congratulations, Topock Elementary District has successfully completed the Administrative Review for the 2023-2024 school year. Thank you for your cooperation during the review process. Please remember that we have a variety of trainings (in-person and online) to assist you and your staff in operating a successful National School Lunch Program.

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 | \$8.95 |
| <input type="checkbox"/> No- NSLP | <input checked="" type="checkbox"/> Yes- NSLP | \$1,317.15 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by January 16, 2024 to Megan Lynch at Megan.Lynch@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.

Tom Horne, Superintendent of Public Instruction
1535 West Jefferson Street • Phoenix Arizona 85007 • www.azed.gov
“We are a service organization committed to raising academic outcomes and empowering parents.”

This institution is an equal opportunity provider.