



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Tucson International Academy, Inc.

CTD: 10-87-14

Site: Tucson International Academy Midvale

Contacts: Jennifer E. Herrera, Superintendent

Valerie Enriquez, Assistant Superintendent/Compliance

Review Date: January 29, 2024

Review Period: December 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

1	Documentation did not support that all required meal components were offered and served during the review period. (Breakfast on December 15, 2023) and during the review on January 29, 2024. Specifically, fluid milk was not available in at least two varieties at breakfast. This was not determined to be a repeat finding from the previous cycle and did not contribute toward fiscal action calculations.	Discussed requirements for recordkeeping and meal pattern requirements for the grade groups served. Discussed specific missing items and suggested changes. Allowable milk varieties are fat-free unflavored, fat-free flavored and 1% unflavored.	<i>Please provide a written description of the changes that will be made in the recordkeeping process to ensure that documentation supports that the meal pattern requirements were met. Additionally, please provide a written description of the changes that have been made to the menu to bring it into compliance with the meal pattern requirements.</i>
2	Portion sizes observed during the month of review did not meet minimum amounts of grain required by the 9-12 lunch meal pattern. Specifically, the weekly grain requirement of 8 oz. was not met during the week of December 11-15, 2023. Only 7 ounces were served. This was not determined to be a repeat finding from the previous cycle and did not contribute toward fiscal action calculations.	Meal pattern requirements for the National School Lunch Program can be found on ADE's website at https://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 https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).	<i>Please provide one week of lunch production records which demonstrates that the 8 oz. weekly requirement of grains was offered. Additionally, please provide a written description of the changes that have been made to ensure that 8 oz. weekly requirement of grain will be offered. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</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

Not applicable

Meal Access & Reimbursement: Meal Counting and Claiming

No findings

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

No findings

General Program Compliance: SFA On-Site Monitoring

Not applicable

General Program Compliance: Local Wellness Policy

No findings

General Program Compliance: Competitive Food Services

Not applicable

General Program Compliance: Professional Standards

No findings

General Program Compliance: Water

No findings

General Program Compliance: Food Safety, Storage and Buy American

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| 4 | Although a copy of the written food safety plan was on site, it was stored in the front office and was not easily accessible during meal preparation and service. | Discussed that the written food safety plan should be easily available at each food preparation and food service site and that staff should be aware of its existence. SFA made the food safety plan available in the meal service area during the on-site meal observation. | <i>SFA made the food safety plan available in the meal service area during the on-site meal observation and no further corrective action is necessary.</i> |
| 5 | The most recent food safety inspection report was not posted in a prominent location and was not visible to all program participants. | Discussed making copies of most recent report and feasible places for posting. SFA posted the most recent food safety inspection report where the program participants can view it during the on-site meal observation. | <i>The most recent food safety inspection report was posted in a location where the program participants can view it during the on-site meal observation and no further corrective action is necessary.</i> |

General Program Compliance: Reporting and Recordkeeping

No findings

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

No findings

Other Federal Program Reviews: Afterschool Snack Program

Not applicable

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2023 if applicable.

Other Federal Program Reviews: Fresh Fruit and Vegetable Program

Not applicable

Other Federal Program Reviews: Special Milk Program

Not applicable

Other Federal Program Reviews: At-Risk Afterschool Meals

Not applicable

Comments/Recommendations:

Congratulations! Tucson International Academy, Inc. has completed the Administrative Review for the 2023-2024 school year. Thank you for your cooperation and hospitality during the review process. Please continue to keep up the great work!

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.

Fiscal Action Assessed?

- No- SBP Yes- SBP
 No- NSLP Yes- NSLP

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by March 20, 2024 to Elsa Ramirez at Elsa.Ramirez@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

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.