



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Heber-Overgaard Unified District
CTD: 09-02-06
Site: Mountain Meadows Primary

Contacts: Ron Tenney, Superintendent and Andrea De,

Review Date: March 20, 2024

Review Period: February 2024

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 findings.

Performance Standard 2: Meal Components & Quantities – Critical Area

No findings.

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

- | | | | |
|---|--|---|--|
| 1 | Documentation to support that a confirmation review took place was not maintained. Specifically, a conformation review was not conducted for the selected application. | Discussed requirement for having a designated official confirm the eligibility of an application selected for verification. Referred to The Online Training: Verification Review found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Referred to Verification Tracking Form found on ADE's website at http://www.azed.gov/hns/nslp/forms under the Eligibility Documents for School Meal Benefits 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 how the confirmation review will be conducted and written a ssurance that all applications selected for verification will undergo a confirmation review by a separate designated official and that this confirmation review will be documented.</i> |
|---|--|---|--|

Meal Access & Reimbursement: Meal Counting and Claiming

- | | | | |
|---|--|---|--|
| 2 | 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 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> |
|---|--|---|--|

Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No findings.

Resource Management

No finding.

Procurement

No finding.

General Program Compliance: Civil Rights

- | | | | |
|---|---|--|--|
| 3 | The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, the summer meal flyer, does not have the current 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 summer meal flyer with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i> |
| 4 | Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically, SFA is investigating and processing complaint. | 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> |

General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

- | | | | |
|---|---|---|---|
| 5 | 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. | 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. 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. | <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> |
| 6 | The Local Wellness Policy (LWP) did not contain all required elements. Specifically, the LWP did not contain a description of public involvement, and evaluation plan. | Discussed that local wellness policies are required to include a description of public involvement, public updates, policy leadership, and evaluation plan. 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. | <i>Please provide a written plan for how a description of public involvement, and evaluation plan will be added to the LWP. The plan should include draft language of the element to be added, who will be involved in updating the LWP and the date the update is expected to be completed. Additionally, provide written assurance that the LWP will be specific to your institution.</i> |
| 7 | The review and update of the Local Wellness Policy (LWP), as specified in the policy itself, is not occurring nor is documentation being kept on file to support this. Specifically, SFA policy states that they will review the Local Wellness Policy (LWP) every three years; however, the last update of the policy was in 2016. | Discussed why the review and update is not occurring and what can be done to ensure this occurs as specified in the LWP. Discussed maintaining records to document compliance. 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. | <i>Please provide a written description of how the LWP will be reviewed and updated as well as how reviews and updates will be documented.</i> |
| 8 | Potential stakeholders are not made aware of their ability to participate in the development, review, update and implementation of the Local Wellness Policy (LWP). Specifically, parents, students, general public, were not made aware of their ability to participate in the development, review, and update of the LWP. | Discussed feasible means of notifying potential stakeholders of their ability to participate. [Note any methods the SFA may have decided to employ] 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. | <i>Please provide a written description of how all potential stakeholders, including parents, students, general public, will be made aware of their ability to participate in the development, review, update, and implementation of the LWP.</i> |

General Program Compliance: Competitive Food Services

Not applicable.

General Program Compliance: Professional Standards

- | | | | |
|----|--|---|--|
| 9 | The School Nutrition Program Director hired after July 1, 2015 did not meet the hiring standard requirement. | Referred to hiring standard requirements and discussed with appropriate district HR/school staff. 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 supporting documents to indicate the LEA (District) enrollment of less than 500 students in October of the current SY, supporting documents that indicate the director has met the minimum educational standards, and supporting documents to indicate that annual training requirements and food safety training requirements have been or will be met.</i> |
| 10 | The School Nutrition Program Director hired after July 1, 2015 did not complete the required 8 hours of food safety training within 30 days of being hired or within 5 years prior to hire date. | Discussed requirement and feasibility for attending an available certification training within current school year. 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 the expected date that food safety certification training will be completed by the School Nutrition Program Director.</i> |

General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

No findings.

General Program Compliance: Reporting and Recordkeeping

- | | | | |
|----|---|--|---|
| 11 | Recipe # 593 Orange Chicken is not accurate. Specifically, the picklist indicates 9 pounds of chicken, popcorn breaded; however, the ingredients says 8 pounds 6 ounces 11 3/8 grams of chicken, popcorn breaded. | Discussed contacting Titan School Solutions for assistance in updating the picklist section of the recipe. | Please provided an updated recipe for orange chicken breaded. |
| 12 | R1948 Creamy Macaroni & Cheese is not accurate. Specifically, the picklist indicate 2 Bags of Cheese, Sauce, Cheddar, JTM, 1 Pound of Cheese, Shredded, Mild Cheddar, Vegetarian, 5 Pounds of Pasta, Macaroni; however, the recipe ingredients section indicated 4 pounds 1 ounce 1 gram of Pasta, Macaroni 7 3/4 pounds of Cheese, Sauce, Cheddar, JTM 3 ounces 2 3/4 grams of Cheese, Shredded, Mild Cheddar, Vegetarian. | Discussed contacting Titan School Solutions for assistance in updating the picklist section of the recipe. | Please provided an updated recipe for Creamy Macaroni & Cheese. |

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 2024 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 on completing the Administrative Review! Thank you for your hard work and cooperation during this process. It was a pleasure visiting your school and seeing what a great job all of your staff are doing and the amount of delicious meals being served. You are all doing a wonderful job implementing the School Nutrition Programs and successfully navigating all of the current challenges. Please 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.

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 | \$0.00 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **May 17, 2024** to Amy Dixon Banire at Amy.DixonBanire@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.

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.