



**ARIZONA DEPARTMENT OF
EDUCATION**

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Tempe School District

CTD: 07-04-03

Sites: Arredondo Elementary School, Desert Choice Schools – Evans Learning Center, Geneva Epps Mosley Middle School, and Holdeman Elementary School

Contacts: James Driscoll, Superintendent and Janay Watts, Director of Nutrition Services

Review Date: October 25-27, 2023

Review Period: September 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

1	Multiple applications were certified incorrectly or utilized incomplete information. Specifically, one application containing an invalid case number was approved for free meal benefits and one application indicating homeless/migrant/runaway was approved for free meal benefits without supporting documentation from a designated liaison. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications, Assessing Completeness of Categorically Eligible Applications, and Determining Eligibility for Categorically Eligible Applications sections in USDA's Eligibility Manual for School Meals found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to reduce the amount of errors that occur while determining the eligibility status for each student.</i>
2	Students who matched as DC-M Reduced in direct certification were incorrectly certified as eligible for free meal benefits. This contributed towards fiscal action calculations.	Discussed how this may have happened and steps to take to ensure DC-M Reduced matches' eligibility status are accurately transferred to the benefit issuance document. Referred to ADE's online training: Step-by-Step Instruction: How to Complete Direct Certification Using Medicaid Data.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to ensure students directly certified as DC-M Reduced are reflected as reduced-price eligible on the benefit issuance document.</i>

Performance Standard 1: Meal Counting and Claiming – Critical Area

3	Meal count totals by category for the month of review were not correctly combined and recorded. Specifically, meal counts for Desert Choice Schools - Evans Learning Center were included in the claim for Fees College Preparatory Middle School.	Discussed that Arizona is a site-based claiming state and therefore meals should be claimed at the NSLP site where the child was served a reimbursable meal. Referred to ADE's SNP Guidance Manual found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion.	<i>Corrections have been made to the claims. Please provide written assurance that meals will be claimed at the NSLP site where the child was served a reimbursable meal.</i>
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Performance Standard 2: Meal Components & Quantities – Critical Area

4 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly grain quantities were insufficient at lunch during the review period at Arredondo Elementary School. This was not a repeat finding from the previous cycle and therefore did not contribute 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., increasing daily ounce equivalents of grain, following the planned menu, etc.). 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. 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 a written description of the changes that have been made to ensure that weekly grain quantities at lunch meet minimum amounts required by the meal pattern.</i>
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Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area

No findings.

Meal Access & Reimbursement: Certification and Benefit Issuance

5 An individual separate from the application approval process has not been designated as the hearing official.	Discussed school official who could be designated. Referred to Hearing Procedure section in USDA's Eligibility Manual for School Meals found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion.	<i>The hearing official was updated on program materials to an individual outside of the application approval process during the on-site review. No further action is required.</i>
6 The notification of denied benefits does not include a statement explaining the ability to reapply for free and reduced-price benefits any time during the school year, the right to appeal, or instructions on how to appeal.	Referred to the Denied Applications section in 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 Notification of Benefits Letter, School Meals 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>The notification of denied benefits was updated to include a statement explaining the ability to reapply for free and reduced-price benefits any time during the school year, the right to appeal, and instructions on how to appeal during the on-site review. No further action is required.</i>

Meal Access & Reimbursement: Verification

No findings.

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

7 Indirect costs were incorrectly calculated. Specifically, the direct cost base used to calculate indirect costs for Program Year 2023 did not exclude capital expenditures (equipment purchases over \$5,000).	Discussed proper classification of direct/indirect costs. 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.	<i>Please provide the calculation or tool that will be used to determine the amount of indirect costs allowed to be charged to the nonprofit school food service account.</i>
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Procurement

No findings.

General Program Compliance: Civil Rights

No findings.

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

No findings.

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

No findings.

Other Federal Program Reviews: Afterschool Snack Program

8 Production records do not support that the Afterschool Snack Program (ASP) meal pattern was met on September 15, 2023 at Arredondo Elementary School, Holdeman Elementary School, and Geneva Epps Mosley Middle School. Specifically, only 1/2 cup fruit was provided when 3/4 cup fruit/vegetable is required.	Discussed the meal pattern requirements for the ASP, specifically the requirement to serve 3/4 cup fruit/vegetable when using fruit/vegetable for a component during snack. The ASP meal pattern chart can be found on ADE's website at https://www.azed.gov/hns/afterschool under the Meal Pattern accordion.	<i>Please provide ASP production records for 5 consecutive days that demonstrate that the ASP meal pattern requirements have been met. Additionally, please provide written assurance that the ASP meal pattern will be adhered to at all times.</i>
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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! Tempe School District has completed the administrative review for the 2023-2024 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 implementing the Child Nutrition Programs. It is evident that you are working hard to ensure your students are fed healthy, delicious meals in a supportive environment.

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?

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|--|------------------------------------|----------|
| <input checked="" type="checkbox"/> No- SBP | <input type="checkbox"/> Yes- SBP | \$99.80 |
| <input checked="" type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP | \$526.69 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by December 20, 2023 to Kariann Sadlon at Kariann.Sadlon@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

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