



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Mohave County Juvenile Detention

CTD: 21-10-19

Site: The Gloria Dusek Compass School

Contacts: Sara Colbert, Detention Administrator

Review Date: December 18, 2024

Exit Conference Date: December 18, 2024

Review Period: November 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
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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

No Findings.

Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area

No Findings.

Meal Access & Reimbursement: Certification and Benefit Issuance

1	The documentation sheet for all children residing in the RCCI did not contain all of the required information. Specifically, the list did not contain the child's date of birth and any personal income received by the child.	Reviewed requirements for certification documentation for residents. Referred to the "Special Situations when Determining Eligibility" section of 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>Please provide written assurance that the certification list for residents will contain all of the required information henceforth. Additionally, please provide a copy of the updated Master List which contains all of the required information.</i>
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Meal Access & Reimbursement: Verification

Not Applicable.

Meal Access & Reimbursement: Meal Counting and Claiming

No Findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

Not Applicable.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No Findings.

Resource Management

Not Findings.

General Program Compliance: Civil Rights

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| 2 | The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, the brochure containing information on school meals sent to households did not contain the most 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>An updated brochure with the correct nondiscrimination statement has been provided. Please provide written assurance that all program materials have been updated with the proper language.</i> |
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General Program Compliance: SFA On-Site Monitoring

Not Applicable.

General Program Compliance: Local Wellness Policy

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| 3 | Potential stakeholders are not made aware of their ability to participate in the development, review, update and implementation of the Local Wellness Policy. Specifically, the general public was not made aware of their ability to participate in the development, review, and update of the Local Wellness Policy. | Discussed feasible means of notifying potential stakeholders of their ability to participate. 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 the general public, will be made aware of their ability to participate in the development, review, update, and implementation of the Local Wellness Policy.</i> |
| 4 | A recent assessment of the implementation of the Local Wellness Policy 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 Local Wellness Policy, how the LEA's Local Wellness Policy compares to the model wellness policy, and progress made in attaining the goals of the wellness policy. Discussed utilizing the ADE's Activity and Assessment Tool to conduct the assessment. 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 Local Wellness Policy. 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> |

General Program Compliance: Competitive Food Services

Not Applicable.

General Program Compliance: Professional Standards

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| 5 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> |
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General Program Compliance: Water

No Findings.

General Program Compliance: Food Safety, Storage and Buy American

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| 6 A copy of the written food safety plan was not accessible during meal preparation and service. Specifically, the food safety plan was not available to staff on site 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. | <i>Please provide a written description of where the food safety plan is located at The Gloria Dusek Compass School. Additionally, please provide written assurance that a copy of the written food safety plan will be accessible to staff during meal preparation and service at each site.</i> |
| 7 The following products observed at The Gloria Dusek Compass School stored at an off-site facility were in violation of the Buy American Provision (i.e., were non-domestic) and documentation justifying a Buy American exception were not maintained on file: SunCup Orange Juice contained concentrated from Brazil, Costa Rica, and Mexico. | Discussed that funds used from the nonprofit school food service account must be used to procure food products that comply with the Buy American Provision. Additionally discussed procedures for documenting a Buy American exception. Referred to SP38-2017, Buy American Webinar and FAQ. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational accordion. Buy American Recorded Webinar and FAQ 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 procurement and/or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i> |

8	Procedures for receiving and processing complaints alleging discrimination within the school meal programs are not in place.	Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., ADE, Food & Nutrition Services Southwest Regional Office, 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 process and procedures for processing complaints alleging discrimination within Federal School Meal Programs. Additionally, the certificate of completion of Step-by-Step Instruction: How to File a Civil Rights Complaint must be submitted.</i>
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General Program Compliance: Reporting and Recordkeeping

9	Breakfast and Lunch production records provided do not indicate different portion sizes for different grade groupings. Specifically, breakfast and lunch production records do not indicate different portion sizes for 8 grade students and 9-12 students.	Discussed using Production Record for Multiple Grade Groupings found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. Production Record Overview 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. Additionally, discussed the available flexibility for RCCI's to follow one meal pattern with ADE's approval of a one meal pattern waiver.	<i>Please provide copies of completed lunch Production Record for Multiple Grade Groupings for 5 consecutive days OR Please provide a written plan of implementing the one meal pattern exemption form for RCCIs. Additionally, the certificate of completion of Production Record Overview must be provided.</i>
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General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach

10	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 Summer Food Service Program (SFSP) prior to the end of the school year and determined which was most feasible. Summer feeding locations can be found at https://www.azhealthzone.org/ .	<i>Please provide a written description of how households will be notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year, including the documentation that will be used for the notification. Additionally, please provide written assurance that this will occur at the end of each school year.</i>
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Other Federal Program Reviews: Afterschool Snack Program

No Findings.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2025 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! Mohave County Juvenile Detention has completed the administrative review for the 2024-2025 school year. Thank you for your hospitality and organization during the review process. It is evident that you are working hard to ensure your students are fed healthy meals.

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?

☒ No- SBP ☐ Yes- SBP \$0
☒ No- NSLP ☐ Yes- NSLP \$0

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by February 14, 2025 to Jackie Rodriguez at Jackie.Rodriguez@azed.gov. The response must be on organizational letterhead and signed by an authorized representative and must indicate that corrective actions will be implemented SFA-wide.

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

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“We are a service organization committed to raising academic outcomes and empowering parents.”

This institution is an equal opportunity provider.