



Arizona Department of Education Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Morristown Elementary District

CTD: 07-03-75

Site: Morristown Elementary School

Contacts: Gregory Sackos, Superintendent and Susan Cushman, Business Office Specialist

Review Date: September 30, 2019

Review Period: August 2019

Programs Reviewed:

☒ National School Lunch

☒ School Breakfast

☐ Afterschool Snack

☐ Fresh Fruit & Vegetable

☐ Special Milk

No.	Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
Performance Standard 1: Certification & Benefit Issuance- Critical Area			

No findings.

Performance Standard 1: Meal Counting & Claiming- Critical Area

No findings.

Performance Standard 2: Meal Components & Quantities- Critical Area

Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the weekly minimum grain requirement was not met at lunch.

Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., offering an additional grain with daily PB&J option, changing PB&J product, 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 www.azed.gov/hns/nslp/mealpattern. 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/trainingps/online/>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).

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. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu must be submitted.

Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

No findings.

Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting & Claiming

2	Daily edit checks are not being conducted.	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 at http://www.azed.gov/hns/nslp/forms/ . The Step by Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/ .	<i>Please provide a completed daily edit check worksheet for the month of October. Additionally, please provide written assurance that daily edit checks will be conducted.</i>
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Meal Pattern & Nutritional Quality: Offer Versus Serve

3	Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast.	Discussed feasible options for signage and potential content, plan for creating and posting. Printable POS Signage can be found on ADE's website at http://www.azed.gov/hns/nslp/mealpattern/ .	<i>Please provide the sign that will be displayed to students that demonstrates what constitutes a reimbursable meal at breakfast. Additionally, please provide written assurance that this sign will be displayed for all students to see.</i>
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Meal Pattern & Nutritional Quality: Meal Components & Quantities

No findings.

Resource Management

4	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 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. Referred to the Adult Meal Pricing Tool SY 19-20 found on ADE's website at http://www.azed.gov/hns/nslp/rm/ .	<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>
5	Compliance with the Revenue from Nonprogram Foods requirements via either the Nonprogram Foods Tool or 5-Day Reference Period as described in FNS Policy Memo SP 20-2016 was not assessed.	Discussed revenue from nonprogram foods requirements and referred to the Non-Program Food Revenue Tool found on ADE's website at http://www.azed.gov/hns/nslp/rm/ .	<i>Please complete and submit either the USDA Non-Program Foods Tool or 5-Day Reference Period as evidence of compliance with revenue from nonprogram foods requirements.</i>

General Program Compliance: Civil Rights

6	<p>The public/media release was not provided to local media, the unemployment office, and local employers considering large layoffs.</p>	<p>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 http://www.azed.gov/hns/nslp/forms/. Discussed who would be responsible for doing this.</p>	<p><i>Please provide written procedures for updating and distributing the public/media release as well as 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></p>
7	<p>The Civil Rights Compliance Form is not being completed every year by December 15 and kept on file.</p>	<p>Discussed requirement for completing form and how to collect racial/ethnic data from program participants. Showed where form can be found on ADE's website at http://www.azed.gov/hns/civilrights/. The Step by Step Instruction: How to Complete the Civil Rights Compliance Form can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/.</p>	<p><i>Please provide written assurance that the Civil Rights Compliance Form will be completed by December 15 each year and kept on file for 5 years. Additionally, please indicate who will be responsible for completing this form.</i></p>

General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

8	<p>The LWP did not contain policies for food and beverage marketing.</p>	<p>Discussed updating the LWP to include policies that allow marketing and advertising of only those foods and beverages that meet Smart Snacks Standards during the school day. Explained that this requirement applies to exterior vending machines, posters, menu boards, coolers, trash cans and cups used for beverage dispensing.</p>	<p><i>None required at this time.</i></p>
9	<p>A recent assessment of the implementation of the 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. Sample evaluation tools can be found on ADE's website at http://www.azed.gov/hns/nslp/lwp/. Also discussed feasible means for notifying the public of the results of the most recent assessment.</p>	<p><i>None required at this time.</i></p>

10	<p>The public was not notified of the results of the most recent assessment of the implementation of the LWP.</p>	<p>Discussed requirement to make the most recent assessment available to the public. Also discussed feasible means for notifying the public of the results of the most recent assessment on the implementation of the LWP. The USDA's Local Wellness Policy Outreach Toolkit can be found at https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit.</p>	<p><i>None required at this time.</i></p>
General Program Compliance: Competitive Food Services			
<i>No findings.</i>			
General Program Compliance: Professional Standards			
11	<p>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.</p>	<p>Discussed 12-hour requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals can be found on ADE's website at http://www.azed.gov/hns/nslp/training/. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at http://www.azed.gov/hns/nslp/training/ps/online/.</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>
12	<p>Employees outside of the School Nutrition Program whose responsibilities assist in the operation of the NSLP/SBP have not received applicable training. Specifically, they have only received Civil Rights training and had no other trainings documented as planned.</p>	<p>Discussed 4-hour training requirement, employees' job duties, and applicable trainings that could be provided and feasible timeline. Trainings for School Nutrition Professionals can be found on ADE's website at http://www.azed.gov/hns/nslp/training/. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at http://www.azed.gov/hns/nslp/training/ps/online/.</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 these employees will receive.</i></p>
13	<p>Professional Standards training hours are not being adequately tracked for all employees. Specifically, the director had a training plan containing the name, date, learning code, and length of training, but the employees outside of the School Nutrition Program whose responsibilities assist in the operation of NSLP/SBP did not have adequate methods of tracking training hours.</p>	<p>Referred to ADE's Training Tracking forms found on ADE's website at http://www.azed.gov/hns/nslp/training/ps/. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at http://www.azed.gov/hns/nslp/training/ps/online/.</p>	<p><i>Please provide the tracker that will be used to track Professional Standards training hours on an annual basis for all School Nutrition Program staff. Additionally, please provide written assurance that Professional Standards training hours will be tracked for all School Nutrition Program staff on an annual basis.</i></p>

General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

14	Temperature logs for food storage areas are not being maintained. Specifically, no logs were maintained prior to August 2019.	Discussed requirements for maintaining food storage area temperature logs, sample templates, and who would be responsible. Temperature logs for food storage areas must be maintained for 6 months. Monitoring forms can be found on ADE's website at http://www.azed.gov/hns/nslp/foodsafety/ .	<i>It was demonstrated that temperature logs have been maintained consistently since hiring new kitchen manager. Please provide written assurance that logs will be kept daily and maintained on file for 6 months.</i>
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General Program Compliance: Reporting & Recordkeeping

15	Site application in CNPWeb indicated that SFA is operating the Afterschool Snack Program when the SFA is not operating the Afterschool Snack Program.	Discussed steps required to update sponsor application in CNPWeb to reflect current practice of utilizing a custom notification letter.	<i>CNPWeb site application was updated on site. No further corrective action is required at this time.</i>
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General Program Compliance: School Breakfast Program & 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 2020 if applicable.

Other Federal Program Reviews: Fresh Fruit & 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! Morristown Elementary District has completed the Administrative Review for the 2019-2020 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 in a welcoming environment.

To stay on track with NSLP requirements, check out the NSLP at a Glance Calendar & Monthly Checklist on our website at <http://www.azed.gov/hns/nslp/>.

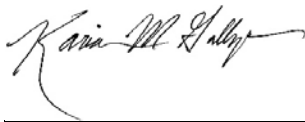
Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at <http://www.azed.gov/hns/nslp/trainingsps/>.

Fiscal Action Assessed?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$0
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$0

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by December 4, 2019 to Kariann.Gallegos@azed.gov or 1535 West Jefferson Street Bin #7, Phoenix, AZ 85007.



10/9/2019

Reviewer Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the National School Lunch Program Administrative Review Appeal Procedures found here:

<https://cms.azed.gov/home/GetDocumentFile?id=58dbe2581130c01500d4b08b>

Kathy Hoffman, Superintendent of Public Instruction
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