



## Arizona Department of Education Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Adobe Mountain School

CTD: 21-91-01

Site: Adobe Mountain School

Contacts: Peter Luszcak, Chief Administrator and Dave Morgan, Food Service Manager

Review Date: October 17, 2019

Review Period: September 2019

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
<b>Performance Standard 1: Certification &amp; Benefit Issuance- Critical Area</b>			

No findings

#### Performance Standard 1: Meal Counting & Claiming- Critical Area

No findings

#### Performance Standard 2: Meal Components & Quantities- Critical Area

1	Quantities during the review period did not meet minimum amounts required by the meal pattern. Specifically, during the week of review (Monday), only 1.75 oz. eq. of meat/meat alternate was served in the Meatball Sub and did not meet the minimum daily requirement of 2 oz. eq. of meat/meat alternate. This was deemed a systemic error and a review of the entire month of review resulted in the daily meat/meat alternate requirements not being met on the other days the Meatball Sub was served (Sept. 16 and Sept. 30). This is not a repeat finding from cycle two.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e. serving additional meatballs to meet the minimum meat/meat alternate requirements). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern">www.azed.gov/hns/nslp/mealpattern</a> . The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainingps/online/">http://www.azed.gov/hns/nslp/trainingps/online/</a> . Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).	<i>Please provide a revised Meatball Sub recipe to demonstrate that the minimum daily meat/meat alternate requirement is now being met. Additionally, please provide a written description of the changes that have been made to ensure that meat/meat alternate quantities meet minimum amounts required by the meal pattern.</i>
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2	Quantities during the review period did not meet minimum amounts required by the meal pattern. Specifically, during the week of review the minimum requirement of 1 cup vegetable was served on only two days out of the seven days (Tuesday and Wednesday). 1/2 vegetable was served on Sunday and Thursday, 3/4 cup vegetable on Tuesday, 5/8 cup vegetable on Friday and 7/8 cup vegetable on Saturday. This was deemed a systemic error and a review of the entire month of review resulted in the daily vegetable requirement not being met on Sept. 8, 9, 12, 13, 14, 15, 16, 19, 20, 21, 22, 23, 27, 28, 29 and 30. Fiscal action will not be assessed since this is not a repeat finding.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e. ensuring that cups are used for measurement and not weight). The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainingps/snparchivedwebinars/">http://www.azed.gov/hns/nslp/trainingps/snparchivedwebinars/</a> . Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).	<i>Please provide copies of completed lunch production records for 7 consecutive days to demonstrate that the minimum daily vegetable requirements are being met. Additionally, please provide a written description of the changes that have been made to ensure that vegetable quantities meet minimum amounts required by the meal pattern. Lastly, the certificate of completion of Using Appropriate Serving Utensils must be submitted.</i>
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#### Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area

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No findings

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#### Meal Access & Reimbursement: Certification & Benefit Issuance

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3	The Master List on file for the month of review did not contain all of the required fields: Personal income received by the child and date of birth. Additionally, the Master List was not signed and dated by an appropriate official.	Discussed the RCCI Master List requirement. A sample Master List can be found here: <a href="https://cms.azed.gov/home/GetDocumentFile?id=593aee443217e10e9ce5e278">https://cms.azed.gov/home/GetDocumentFile?id=593aee443217e10e9ce5e278</a>	<i>Please provide a master list as of December 1, 2019 to demonstrate all required fields are present. Additionally, please provide written assurance that a master list with all required fields will be maintained at all times.</i>
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#### Meal Access & Reimbursement: Verification

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No findings

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#### Meal Access & Reimbursement: Meal Counting & Claiming

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4	The number of participants approved for free meals for breakfast and lunch submitted on the month of review claim (September) was incorrect. Specifically, the number of total meals claimed for the month is listed as the number of participants approved for free meals. This was deemed a systemic error.	Discussed how to determine the number of participants approved for free meals at breakfast and lunch to be used for the monthly claim. The Step-by-Step: How to Submit a Claim in CNPWeb can be found here: <a href="https://cms.azed.gov/home/GetDocumentFile?id=58ecf4fd6f53b7148090f868">https://cms.azed.gov/home/GetDocumentFile?id=58ecf4fd6f53b7148090f868</a>	<i>Please submit a copy of the November 2019 claim to demonstrate that the correct number of participants approved for free meals was inputted on the monthly claim. Additionally, please provide a written description of changes to the system that have been implemented to ensure that accurate participant numbers are submitted on each monthly claim.</i>
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#### Meal Pattern & Nutritional Quality: Offer Versus Serve

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No findings

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#### Meal Pattern & Nutritional Quality: Meal Components & Quantities

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No findings

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#### Resource Management

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No findings

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**General Program Compliance: Civil Rights**

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| 5 | The USDA nondiscrimination statement used on the menu is not the most current USDA statement.   | Discussed where to find nondiscrimination statement on ADE's website at <a href="http://www.azed.gov/hns/civilrights/">http://www.azed.gov/hns/civilrights/</a> and whether long or short statement would be most appropriate.   | <i>Please provide an updated menu with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i> |
| 6 | Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically, the complaints are handled internally. | Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., ADE, 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: <a href="http://www.azed.gov/hns/civilrights/">http://www.azed.gov/hns/civilrights/</a> . The Step by Step Instruction: How to File a Civil Rights Complaint can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainingps/online/">http://www.azed.gov/hns/nslp/trainingps/online/</a> . | <i>Please provide a written description of the updated process and procedures for processing complaints alleging discrimination which meets requirements.</i>   |

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**General Program Compliance: SFA On-Site Monitoring**

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*No findings.*

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**General Program Compliance: Local Wellness Policy**

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| 7 | 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 Local Educational Agency (LEA) is complying with their LWP, how the LEAs 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 <a href="http://www.azed.gov/hns/nslp/lwp/">http://www.azed.gov/hns/nslp/lwp/</a> . Also discussed feasible means for notifying the public of the results of the most recent assessment. | <i>None required at this time.</i> |
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<b>General Program Compliance: Competitive Food Services</b>		
No findings		
<b>General Program Compliance: Professional Standards</b>		
No findings		
<b>General Program Compliance: Water</b>		
No findings		
<b>General Program Compliance: Food Safety, Storage and Buy American</b>		
No findings		
<b>General Program Compliance: Reporting &amp; Recordkeeping</b>		
8	Production records for breakfast and lunch did not contain all required sections: Date, meal type, meal pattern, planned servings, prepared servings and used (for each item).	Discussed required sections of production records. Parts of a Production Record Guidance can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern/">http://www.azed.gov/hns/nslp/mealpattern/</a> . Production Record Template can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern/">http://www.azed.gov/hns/nslp/mealpattern/</a> . The Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainings/snparchivedwebinars/">http://www.azed.gov/hns/nslp/trainings/snparchivedwebinars/</a> .
		<i>Please provide copies of completed breakfast and lunch production records for 7 consecutive days, as well as written assurance that all records will be maintained for 5 years. Additionally, the certificate of completion of Production Record Overview must be provided.</i>
<b>General Program Compliance: School Breakfast Program &amp; Summer Food Service Program Outreach</b>		
No findings		
<b>Other Federal Program Reviews: Afterschool Snack Program</b>		
Not applicable		
<b>Other Federal Program Reviews: Seamless Summer Option</b>		
Will be reviewed in Summer 2020 if applicable.		
<b>Other Federal Program Reviews: Fresh Fruit &amp; Vegetable Program</b>		
Not applicable		
<b>Other Federal Program Reviews: Special Milk Program</b>		
Not applicable		
<b>Other Federal Program Reviews: At-Risk Afterschool Meals</b>		
Not applicable		

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Comments/Recommendations:

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Thank you for your cooperation during the review process.

**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/trainings/>.

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 December 6, 2019 to Kerrie Zigler at [Kerrie.Zigler@azed.gov](mailto:Kerrie.Zigler@azed.gov) or 1535 W. Jefferson St., Bin #7, Phoenix, AZ 85007.



11/12/2019

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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