



**Arizona Department of Education**  
**Health and Nutrition Services Division**

**Administrative Review Summary Report**

School Food Authority Name: Tempe School District

CTD: 07-04-03

Site: Carminati School, Connolly Middle School, Desert Choice Schools - Evans Learning Center and Laird Elementary School

Contacts: Chris Busch, Superintendent and Linda Rider, Nutrition Services Director

Review Date: November 12 – 14, 2019

Review Period: October 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
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**Performance Standard 1: Certification & Benefit Issuance- Critical Area**

1	Multiple applications were certified incorrectly or utilized incomplete information. Specifically, one application was approved with inconsistent household member total and household member names provided. One application was approved with an invalid case number. One application was approved without the signers name listed in household member section. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications, Reviewing Applications Based on Income, Assessing Completeness of Categorically Eligible Applications, Determining Eligibility for Categorically Eligible Applications sections in USDA's Eligibility Manual for School Meals.	<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>
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**Performance Standard 1: Meal Counting & Claiming- Critical Area**

No findings.

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

No findings.

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

No findings.

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

No findings.

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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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No findings.

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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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| 2 | Carminati School, Connolly Middle School and Laird Elementary School: Signage which explains what constitutes a reimbursable meal and includes the requirement to select 1/2 cup fruit or vegetable was not displayed to students at breakfast and lunch. | Discussed feasible options for signage and potential content, plan for creating and posting. Printable POS Signage 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> | <i>Please provide the sign that has been displayed explaining what constitutes a reimbursable meal and includes the requirement to select 1/2 cup fruit or vegetable. 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**

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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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| 3 | The font size of USDA's nondiscrimination statement is smaller than the rest of the text on notification letters. | Discussed printing requirements for the nondiscrimination statement. Referred to FNS Instruction 113-1 and SNP Guidance Manual. | <i>An updated notification letter which demonstrates compliance has already been provided to the reviewer. No further corrective action is required.</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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| 4 | The LWP did not contain policies for food and beverage marketing.  | 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. | <i>None required at this time.</i> |
| 5 | Potential stakeholders (students) are not made aware of their ability to participate in the development, review, update and implementation of the LWP. | Discussed feasible means of notifying potential stakeholders of their ability to participate.  | <i>None required at this time.</i> |

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**General Program Compliance: Competitive Food Services**

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No findings.

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**General Program Compliance: Professional Standards**

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No findings.

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**General Program Compliance: Water**

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No findings.

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**General Program Compliance: Food Safety, Storage and Buy American**

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| 6  | Connolly Middle School: The written food safety plan did not include adequate SOPs Critical Control Points for keeping food at safe temperatures. Specifically, missing SOP for ASP.  | Discussed sample SOPs and guidelines for Critical Control Points (CCPs) found in USDA's Guidance on creating a Food Safety can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/foodsafety/">http://www.azed.gov/hns/nslp/foodsafety/</a> .    | <i>Please provide a copy of the SOPs and CCPs found in the written food safety plan.</i>   |
| 7  | Carminati School: The written food safety plan did not include adequate SOPs Critical Control Points for keeping food at safe temperatures. Specifically, missing SOP for ASP and Pre-K meals eaten in the classroom.   | Discussed sample SOPs and guidelines for Critical Control Points (CCPs) found in USDA's Guidance on creating a Food Safety can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/foodsafety/">http://www.azed.gov/hns/nslp/foodsafety/</a> .    | <i>Please provide a copy of the SOPs and CCPs found in the written food safety plan.</i>   |
| 8  | Desert Choice Schools - Evans Learning Center: The written food safety plan did not include adequate SOPs Critical Control Points for keeping food at safe temperatures for a catered site.   | Discussed sample SOPs and guidelines for Critical Control Points (CCPs) found in USDA's Guidance on creating a Food Safety can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/foodsafety/">http://www.azed.gov/hns/nslp/foodsafety/</a> .    | <i>Please provide a copy of the SOPs and CCPs found in the written food safety plan.</i>   |
| 9  | Connolly Middle School and Laird Elementary School: The most recent food safety inspection report was not posted in a publicly visible location prior to the start of meal service.   | Discussed making copies of most recent report and feasible places for posting.   | <i>The food safety inspection report was moved to a visible location during meal service on the day of review. No further corrective action required.</i>  |
| 10 | Desert Choice Schools - Evans Learning Center: Documentation was not maintained to support that the school received two food safety inspections from the local health department each school year, or that the school requested two food safety inspections each year from the local health department. | Discussed that each site operating must obtain two food safety inspections from the local health department per school year or maintain documentation to show that two food safety inspections were requested from the local health department each school year. | <i>Please provide written assurance that documentation to show that two food safety inspections were received and/or requested from the local health department each school year will be maintained.</i> |

11	Desert Choice Schools - Evans Learning Center: Temperature logs for food storage areas are not being maintained for the month of 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 <a href="http://www.azed.gov/hns/nslp/foodsafety/">http://www.azed.gov/hns/nslp/foodsafety/</a> .	<i>Reviewer confirmed temperature logs for food storage areas have been consistently maintained since September 2019. No further corrective action required.</i>
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**General Program Compliance: Reporting & Recordkeeping**

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12	Desert Choice Schools - Evans Learning Center CNPWeb site application indicates 2 health inspections were conducted, however, zero health inspections were conducted.	Referred them to update site application in CNPWeb and contact their assigned specialist to let them know of the changes.	<i>Please submit a new site application in CNPWeb that accurately reflects health inspections conducted. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.</i>
13	Taco Salad recipe provided does not accurately reflect actual amounts served to students. Specifically, the recipe instructions indicate 3oz (weight) of turkey crumbles and 1oz/eq. of chips per serving. However, the broken down recipe credits as 5oz (weight) of turkey crumbles and .75oz/eq. of chips. Reviewer was able to confirm 3oz of turkey crumbles and 1oz/eq. of chips is provided to students.	Discussed updating Taco Salad recipe to accurately reflect current practices.	<i>An updated Taco Salad recipe has already been provided to reviewer. No further corrective action is required.</i>
14	Harvest Muffin recipe portion size is 50, however, actual portion is 500. Reviewer confirmed students are served a 1oz/eq. grain muffin.	Discussed updating Harvest Muffin recipe to accurately reflect current practices	<i>An updated Harvest Muffin recipe has already been provided to the reviewer. No further corrective action is required.</i>

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**General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach**

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No findings.

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**Other Federal Program Reviews: Afterschool Snack Program**

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No findings.

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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2020 if applicable.

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**Other Federal Program Reviews: Fresh Fruit & Vegetable Program**

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Not applicable.

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**Other Federal Program Reviews: Special Milk Program**

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Not applicable.

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Other Federal Program Reviews: At-Risk Afterschool Meals

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No findings.

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Comments/Recommendations:

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Congratulations! Tempe School District has completed the Administrative Review for the 2019-2020 school year. Thank you for your hospitality during the review process. You are doing an outstanding job implementing the NSLP. 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**  
<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?

<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 January 29, 2020 to [Jennifer.McDonald@azed.gov](mailto:Jennifer.McDonald@azed.gov) or Jennifer McDonald at 1535 W. Jefferson St, Bin #7, Phoenix, AZ 85007.



12/11/2019

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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