



Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Congress Elementary District

CTD: 13-03-17

Site: Congress Elementary School

Contacts: Dr. Stephanie Miller, Superintendent and Dulce Jimenez, Food Service Director

Review Date: November 26, 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
Performance Standard 1: Certification & Benefit Issuance- Critical Area			
1	Multiple applications were certified incorrectly or utilized incomplete information. Specifically, 2 applications contained the incorrect household size (6 students), 1 application was certified as reduced and should have been certified as free (2 students) and 5 applications did not contain the last four digits of the primary household members social security or the box checked "no SSN" (7 students). This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Suggested completing the training: Step by Step Instruction: How to Process Household Applications found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/ under the 3000-Administration tab.	<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>
Performance Standard 1: Meal Counting & Claiming- Critical Area			
2	Meal count totals by category for the month of review for Afterschool Snack were not correctly combined and recorded. Specifically, seven snacks during the month of review were underclaimed. This was deemed a non-systemic error.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.	<i>Please provide a written description of changes to the system that have been implemented to ensure that all Afterschool Snack counts will be correctly claimed each month.</i>
Performance Standard 2: Meal Components & Quantities- Critical Area			
3	During the review period, the required meal components were not available to all students during the meal service. Specifically, the grain component was not served as part of the breakfast meal on October 16. This was determined to be a non-systemic issue and will contribute towards fiscal action calculations.	Discussed options for additional items to be offered as part of the reimbursable breakfast meal. Meal pattern requirements for the School Breakfast Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern .	<i>Please provide one week of breakfast production records that demonstrate that all required components were available to all students. Additionally, please provide a written description of the changes that have been made to ensure that all required meal components are available to all students.</i>

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

No findings

Meal Access & Reimbursement: Certification & Benefit Issuance

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| 4 | The benefit issuance document does not contain all required sections. Specifically, it does not contain how eligibility was determined, such as Free-Case Number, DC-SNAP, etc. | Referred to Step by Step Instruction: How to Create a Benefit Issuance Document (BID) on ADE's website found at http://www.azed.gov/hns/nslp/trainings/ . | <i>Please provide a complete benefit issuance document that contains all required sections. Additionally, please provide written assurance that a complete benefit issuance document will be maintained at all times.</i> |
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Meal Access & Reimbursement: Verification

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| 5 | The notice of adverse action was not adequate. Specifically, the incorrect hearing officials name and contact information was listed. | Discussed requirements for notifying households of adverse action, including timelines and dates to be included on the notice. Referred to Letter of Verification Results and Online Training: Verification Review found on ADE's Verification webpage: http://www.azed.gov/hns/nslp/verification/ . Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised July 2017 found on ADE's website at http://www.azed.gov/hns/nslp/programguidance/ . | <i>Please provide written assurance that an adequate notice of adverse action will be provided to households that will have a decrease in benefits. Additionally, provide a copy of the form that will be used for this purpose.</i> |
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Meal Access & Reimbursement: Meal Counting & Claiming

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| 6 | The Free and Reduced-Price Policy Statement provided by the SFA does not align with current practices and procedures observed on-site. | Referred them to FRPPS template on ADE's website at website at http://www.azed.gov/hns/nslp/forms/ . | <i>Please provide an updated and signed Free and Reduced-Price Policy Statement. Additionally, please provide written assurance that moving forward, the Free and Reduced Price Policy Statement will reflect current practices.</i> |
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Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No findings

Resource Management

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| 7 | 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 a per meal cost analysis or the paid meal price plus the amount of reimbursement received for a paid meal plus the per meal value of entitlement and bonus commodities for pricing programs. | <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> |
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8	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 non-program foods requirements and provided the Non-Program Food Revenue Tool.	<i>Please complete and submit a 5-Day Reference Period as evidence of compliance with revenue from nonprogram foods requirements.</i>
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General Program Compliance: Civil Rights

9	The public/media release provided to the local media contained the incorrect hearing officials name and contact information.	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/nsfp/forms/ .	<i>Please provide written procedures for distributing the public/media release and 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>
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General Program Compliance: SFA On-Site Monitoring

No findings

General Program Compliance: Local Wellness Policy

10	The Local Wellness Policy (LWP) did not contain goals for nutrition promotion.	Discussed feasible options for nutrition promotion goals that can be written into the LWP. Discussed activity ideas which included offering contests, surveys, promotions and/or taste testing, providing information to families to encourage consumption of healthy foods at home, and displaying nutrition and health posters throughout campus. Team Nutrition Resources can be found at http://teamnutrition.usda.gov .	<i>None required at this time.</i>
11	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>
12	A recent assessment of the implementation of the 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 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 http://www.azed.gov/hns/nsfp/lwp/ .	<i>None required at this time.</i>

13	The public was not notified of the results of the most recent assessment of the implementation of the LWP.	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, such as posting on the school website. The USDA's Local Wellness Policy Outreach Toolkit can be found at https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit .	<i>None required at this time.</i>
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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 & Recordkeeping

No findings

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

No findings

Other Federal Program Reviews: Afterschool Snack Program

14	Production records do not support that the Afterschool Snack Program (ASP) meal pattern was met on the following dates: October 17, 23 and 28. Only 1/2 cup fruit was served on these days and does not meet the minimum requirement of 3/4 cup fruit.	Discussed the meal pattern requirements of the ASP. The ASP meal pattern can be found on ADE's website at http://www.azed.gov/hns/nslp/ascsp/ .	<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 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, Congress Elementary District has completed the Administrative Review for the 2019-2020 school year. Thank you for your organization and 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

\$211.62

☒ No- NSLP

☐ Yes- NSLP

\$446.59

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by January 17, 2020 to Kerrie Zigler at Kerrie.Zigler@azed.gov or 1535 W. Jefferson St., Bin #7, Phoenix, AZ 85007.



12/10/2019

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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