



Arizona Department of Education Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Snowflake Unified District

CTD: 09-02-05

Site: Snowflake Junior High School and Taylor Elementary School

Contacts: Hollis Merrell, Superintendent; Mark Ollerton, Business Manager

Review Date: October 24-25th, 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
Performance Standard 1: Certification & Benefit Issuance- Critical Area			
1	Multiple applications were certified incorrectly or utilized incomplete information. One application was certified using an invalid case #, one application was certified via income when it should have been certified using a case #, one application was missing the total household members, and one application was missing the last 4-digits of the SSN. 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 section(s) in USDA's Eligibility Manual for School Meals. Suggested completing the training: Step by Step Instruction: How to Process Household Applications found on ADE's website at http://www.azed.gov/hns/nsfp/training ps/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			
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

- | | | | |
|---|--|---|--|
| 2 | The direct certification notification of eligibility did not contain all required information. Specifically, it did not detail that meal benefits extend to all children in the household, how the household can notify the LEA of additional children that qualify, and how the household can notify the LEA if they wish to decline benefits . | Discussed content required to be included in direct certification notification letters. Referred to USDA's Eligibility Manual for School Meals. | <i>Please provide an updated copy of the direct certification notification letter which contains all required information.</i> |
|---|--|---|--|

Meal Access & Reimbursement: Verification

- | | | | |
|---|---|---|--|
| 3 | Verification procedures were not followed correctly. Specifically, in SY 2018-2019, Direct Verification was run prior to the Confirmation Review. | Discussed proper verification procedures and referred to Verification Tracking Form and Online Training: Verification Review found on ADE's website at 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 a written description of changes to the system that have been implemented to ensure that verification will be conducted according to the required procedure.</i> |
|---|---|---|--|

Meal Access & Reimbursement: Meal Counting & Claiming

- | | | | |
|---|---|--|--|
| 4 | SFA did not communicate their local meal charge policy in writing to all households at the beginning of the school year and/or during the school year for new students. | Discussed the Unpaid Meal Charge Policy and referred to memos SP29-2017, SP29-2017a, SP23-2017 and HNS14-2017, which can be found on ADE's website at http://www.azed.gov/hns/memos/ . | <i>Please provide the written notification that will be provided to the households at the beginning of the school year and/or during the school year for new students. Additionally, please provide written assurance that moving forward, all households will be notified in writing of the local meal charge policy at the beginning of the school year and any new student will be notified of the policy after registration.</i> |
| 5 | Participants approved for Free, Reduced, and Paid meals is not accurately transferred from the daily edit check to the claim. | Discussed that participants approved numbers listed on the daily edit check should match what is listed on the monthly claim and that the highest total Free, Reduced, and Paid enrollment throughout any given month should be reported on the claim. | <i>Please provide a copy of a daily edit check worksheet and a submitted claim (for one school site) showing the correct numbers are being reported on the claim from the edit check worksheet.</i> |

Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No findings.

Resource Management		
6	Breakfast meals served to teachers, administrators, custodians, and other adults were not priced sufficiently to cover the overall cost of the meal/meet the requirements of the USDA Adult Meal Calculation Tool.	Discussed ways to determine adult breakfast prices which included a per meal cost analysis or pricing adult breakfast meals to reflect the paid meal price plus the amount of reimbursement received for a paid meal for pricing programs. <i>Please provide a written description of the steps which have been taken to increase adult breakfast price and resolve the discrepancy, including the exact formula used to price adult meals. Additionally, please submit supporting documentation which reflects that price has been increased to the appropriate level.</i>
General Program Compliance: Civil Rights		
7	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>Please provide a copy of an updated notification letter which demonstrates compliance. Additionally, please provide written assurance that the font size of the nondiscrimination statement on all notification letters will be no smaller than the text of the document.</i>
General Program Compliance: SFA On-Site Monitoring		
No findings.		
General Program Compliance: Local Wellness Policy		
8	Potential stakeholders 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>
9	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 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/ . <i>None required at this time.</i>
10	A plan is not in place to notify the public of the results of the most recent assessment of the implementation of the LWP, when assessment is conducted.	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 . <i>None required at this time.</i>
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

- | | | | |
|----|---|---|---|
| 11 | Sponsor application in CNPWeb indicated that SFA is using the Notification of Benefits Letter provided by ADE when the SFA is using a custom Notification of Benefits Letter. | Discussed steps required to update sponsor application in CNPWeb to reflect current practice of utilizing a custom notification letter. | <i>Please resubmit a sponsor application indicating that a custom Notification of Benefits Letter is being used. Additionally, please provide written assurance that the sponsor application in ADE's CNPWeb will accurately reflect current practices.</i> |
|----|---|---|---|

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

- | | | | |
|----|---|---|---|
| 12 | Outreach to families regarding the availability of the SBP was not conducted at the beginning of or during the school year. | Discussed methods of notifying families of the availability of the SBP at the start of and throughout the school year and determined which was most feasible. | <i>Please provide a written description of how households will be notified of the availability of the SBP at the beginning of and during the school year, and written assurance that this will occur.</i> |
|----|---|---|---|

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! Snowflake Unified District has completed the Administrative Review in the 2019-2020 SY. Thank you for your hospitality during my visit and all of your hard work and organization throughout the AR process. It was a pleasure meeting you all- thank you for working so diligently to assure that your students are receiving nutritious meals. I appreciate your enthusiasm and willingness to learn. Please let me know if you have any questions.

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 **December 20, 2019** to Taryn Kunkel at Taryn.Kunkel@azed.gov or AZ Dept. of Education/Health & Nutrition 1701 N. 4th Street Flagstaff, AZ 86004.



11/18/2019

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
1535 West Jefferson Street, Phoenix, Arizona 85007 • (602) 542-5460 • www.azed.gov
This institution is an equal opportunity provider.