



Arizona Department of Education  
Health and Nutrition Services Division

**Administrative Review Summary Report**

School Food Authority Name: Think Through Academy

CTD: 07-84-11

Site: Think Through Academy

Contacts: Najat Benaoussar, President & Leslie McGruder, NSLP Director

Review Date: December 20, 2019

Review Period: November 2019

Programs Reviewed:

☒ National School Lunch

☐ School Breakfast

☐ Afterschool Snack

☒ Fresh Fruit & Vegetable

☐ Special Milk

Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
<b>Performance Standard 1: Certification &amp; Benefit Issuance- Critical Area</b>		
1 Three applications were certified incorrectly. Specifically, two students were extended free benefits with an invalid case number and one student had an incomplete application with conflicting household numbers reported. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications in USDA's Eligibility Manual for School Meals. Required completing the training: Step by Step Instruction: How to Process Household Applications 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> 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. Additionally, the certificate of completion of Step by Step Instruction: How to Process Household Applications must be submitted.</i>
<b>Performance Standard 1: Meal Counting &amp; Claiming- Critical Area</b>		
No Findings.		
<b>Performance Standard 2: Meal Components &amp; Quantities- Critical Area</b>		
No Findings.		
<b>Performance Standard 2: Dietary Specifications &amp; Nutrient Analysis- Critical Area</b>		
No Findings.		

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

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| 2 The benefit issuance document does not contain all required sections: how eligibility was determined (i.e. free-income application, free-case # application, etc.). Specifically, the benefit issuance document only lists "FDC, F, R, P" codes. | Referred to Step by Step Instruction: How to Create a Benefit Issuance Document (BID) on ADE's website found at <a href="http://www.azed.gov/hns/nslp/trainingps/">http://www.azed.gov/hns/nslp/trainingps/</a> . | <i>Please provide a complete benefit issuance document that has method of how eligibility was determined (i.e. free-income application, free-case # application, etc.). Additionally, please provide the certificate of completion for Step by Step Instruction: How to Create a Benefit Issuance Document (BID).</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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| 3 Daily edit checks are not being conducted appropriately. Specifically, the SFA utilizes a counting software that is able to conduct daily edit checks but the SFA has not accessed the documentation or obtained for records. | 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 <a href="http://www.azed.gov/hns/nslp/forms/">http://www.azed.gov/hns/nslp/forms/</a> . The Step by Step Instruction: How to Complete Daily Edit Checks 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 completed daily edit check worksheet for the month of December 2019. Additionally, please provide written assurance that daily edit checks will be conducted. Additionally, the certificate of completion of Step by Step Instruction: How to Complete Daily Edit Checks must be submitted.</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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| 4 Portion sizes observed on the day of review did not match the planned amounts. Specifically, the prepped portions of baby carrots did not meet planned amounts of 1/2 cup. | Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Discussed with School Food Authority 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 <a href="http://www.azed.gov/hns/nslp/mealpattern/">http://www.azed.gov/hns/nslp/mealpattern/</a> . | <i>Please provide a written description of the changes that have been made to ensure that portion sizes meet planned amounts and minimum amounts required by the meal pattern.</i> |
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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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No Findings.

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

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Not Applicable.

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**General Program Compliance: Local Wellness Policy**

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| 5 | 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 <a href="http://www.azed.gov/hns/nslp/lwp/">http://www.azed.gov/hns/nslp/lwp/</a> .                             | None required at this time. |
| 6 | 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. The USDA's Local Wellness Policy Outreach Toolkit can be found at <a href="https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit">https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit</a> . | None required at this time. |

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**General Program Compliance: Competitive Food Services**

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Not Applicable.

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**General Program Compliance: Professional Standards**

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| 7 | The School Nutrition Program Director hired after July 1, 2015 did not meet the hiring standard requirement. Specifically, the School Nutrition Program Director does not possess the education in the specific areas of concentration required or did not complete the required hours of food safety training within 30 days of being hired or within 5 years prior to hire date. | Referred to hiring standard requirements and discussed with appropriate district HR/school staff. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors 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 provide the ADE New Director Hiring Form and attach all supporting education/work experiences relevant in food service experience which meet Director hiring compliance with the USDA Professional Standards Final Rule. |
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8	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.	Discussed 12 hour requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training/">http://www.azed.gov/hns/nslp/training/</a> . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training/ps/online/">http://www.azed.gov/hns/nslp/training/ps/online/</a> .	<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 the School Nutrition Directors Training Plan: A Course for School Nutrition Directors must be provided.</i>
9	Professional Standards training hours are not being tracked on an annual basis. Specifically, there is no log of trainings that were completed for the school year.	Referred to ADE's Training Tracking forms found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training/ps/">http://www.azed.gov/hns/nslp/training/ps/</a> . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training/ps/online/">http://www.azed.gov/hns/nslp/training/ps/online/</a> .	<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>
10	Employees outside of the School Nutrition Program whose responsibilities assist in the operation of the NSLP/SBP have not received applicable training. Specifically, the School Principal assists with duties in the program and is not tracking Professional Standards training hours.	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 <a href="http://www.azed.gov/hns/nslp/training/">http://www.azed.gov/hns/nslp/training/</a> . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training/ps/online/">http://www.azed.gov/hns/nslp/training/ps/online/</a> .	<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 this employee will receive.</i>

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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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11	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. Specifically, only one food safety inspection for October 9, 2019 was provided for Think Through Academy site.	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>
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| 12 | The most recent food safety inspection report was not posted in a publicly visible location. Specifically, the food safety inspection report posted was for the caterer (Pizza Buffet 9/24/19). | Discussed with School Food Authority that the food safety inspection for Think Through Academy conducted on October 9, 2019 should be posted in a publicly visible location. Discussed making copies of most recent report and feasible places for posting. | <i>Please provide written assurance that the most recent food safety inspection report has been posted in a location where the program participants can view it. Additionally, please specify where the report has been posted.</i> |
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**General Program Compliance: Reporting & Recordkeeping**

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No Findings.

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

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| 13 | Households were not notified of the availability of the SFSP prior to the end of the school year. | Discussed methods of notifying families of the availability of the SFSP prior to the end of the school year and determined which was most feasible. Summer feeding locations can be found at <a href="http://www.eatwellbewell.org/">http://www.eatwellbewell.org/</a> . | <i>Please provide a description of how households will be notified of the availability of the SFSP prior to the end of the school year, and written assurance that this will occur. If you do not plan to operate the SFSP and no other entities reasonably close to your school operate the SFSP, please provide a description of other community resources that will be provided to households prior to the end of the school year.</i> |
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**Other Federal Program Reviews: Afterschool Snack Program**

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Not Applicable.

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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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Not Applicable.

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Comments/Recommendations:

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Congratulations! Think Through Academy has completed the Administrative Review for the 2019-2020 school year. Thank you for your assistance and efforts during the review process. Continue your efforts in feeding your students nutritious 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/>.

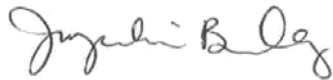
**Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at** <http://www.azed.gov/hns/nslp/trainings/>.

Fiscal Action Assessed?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$30.60
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$198.23

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by February 28, 2020 to Joyce Benally at 400 W. Congress St. Bin #33, Tucson, Arizona, 85701 and/or [Joyce.Benally@azed.gov](mailto:Joyce.Benally@azed.gov).



1/30/2020

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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