



Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Discovery Plus Academy

CTD: 05-87-03

Site: Discovery Plus Academy

Contacts: DeeAnn Williams, Director & Missy Graves, Office Manager

Review Date: January 15, 2020

Review Period: December, 2019

Programs Reviewed:

☒ National School Lunch

☒ School Breakfast

☐ Afterschool Snack

☐ Fresh Fruit & Vegetable

☐ Special Milk

No.	Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
-----	--------------------------------	-------------------------------	----------------------------

Performance Standard 1: Certification & Benefit Issuance- Critical Area

No findings.

Performance Standard 1: Meal Counting & Claiming- Critical Area

No findings.

Performance Standard 2: Meal Components & Quantities- Critical Area

1	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the grain quantity did not meet the 1oz requirement on 1 day during lunch.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue such as increasing the amount of grain in the meatloaf and/or adding another grain to the menu. Meal pattern requirements for the National School Lunch Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern . 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 written description of the changes that have been made to ensure that daily grain quantities meet minimum amounts required by the meal pattern.</i>
---	--	--	---

2	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the grain quantity did not meet weekly requirement of 6.5 oz/eq during lunch.	Discussed how current system allowed for this to happen and potential changes that could be made and adding and/or increasing the amount of grain served. Meal pattern requirements for the National School Lunch Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern . 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 written description of the changes that have been made to ensure that weekly grain quantities meet minimum amounts required by the meal pattern.</i>
---	---	---	--

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

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

3	An individual separate from the application approval process has not been designated as the hearing official.	Referred to Hearing Procedure section in USDA's Eligibility Manual for School Meals. Discussed school official who could be designated.	<i>Please provide the name and title of the individual designated as the hearing official. Additionally, please provide documentation to demonstrate where households are notified of the hearing official.</i>
4	The person designated as the hearing official is not the same person listed on the notification letter.	Discussed school official who could be designated and that this person should be listed under the hearing official contact in notification letters.	<i>Please provide an updated notification letter with the correct hearing official.</i>

Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting & Claiming

No findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No findings.

Resource Management

5	Meals served to teachers, administrators, custodians, and other adults were not priced so that the adult payment was sufficient to cover the overall cost of the meal.	Discussed ways to determine adult meal prices, which included pricing adult meals to reflect the amount of reimbursement received for a free meal plus the per meal value of entitlement and bonus commodities for non-pricing programs. Referred to adult meal pricing tool on ADE's website at http://www.azed.gov/hns/nslp/rm/ .	<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>
---	--	--	--

General Program Compliance: Civil Rights

- | | | | |
|---|---|--|---|
| 6 | 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 http://www.azed.gov/hns/civilrights/ 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> |
|---|---|--|---|

General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

- | | | | |
|---|---|---|------------------------------------|
| 7 | 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> |
| 8 | 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> |
| 9 | 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 after it is completed. 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

- | | | |
|--|---|--|
| 10 The School Nutrition Program Director hired after July 1, 2015 did not complete the required 8 hours of food safety training within 30 days of being hired or within 5 years prior to hire date. | Discussed requirement and feasibility for attending an available certification training within current school year. Food Safety Online Courses can be found on ICN's website at http://www.theicn.org/ResourceOverview.aspx?ID=573 . | <i>Please provide the expected date that food safety certification training will be completed by the School Nutrition Program Director.</i> |
| | | |
| 11 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 http://www.azed.gov/hns/nslp/training/ . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/ . | <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.</i> |
| | | |
| 12 Two part-time School Nutrition Program staff have not met the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed. | Discussed 4 hour training requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals can be found on ADE's website at http://www.azed.gov/hns/nslp/training/ . | <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 Part-time School Nutrition Program staff are registered for.</i> |
| | | |
| 13 Professional Standards training hours are not being adequately tracked. Specifically, there is no comprehensive tracking system in place. Employee trainings are received through a variety of sources and while these records are kept separately there is no system to combine trainings and ensure that hours are met per employee annually. | Discussed requirement to track hours to ensure compliance and referred to ADE's training tracker found on ADE's website: http://www.azed.gov/hns/nslp/trainingps/ . | <i>Please provide the tracker that will be utilized and written assurance that training hours will be accurately tracked for all staff.</i> |

General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

- | | | | |
|----|---|---|---|
| 14 | Temperature logs for food items are not being maintained. | Discussed requirements for maintaining food temperature logs and where to document this. Temperature logs for food must be maintained for 6 months. Monitoring forms can be found on ADE's website at http://www.azed.gov/hns/nslp/foodsafety/ . | <i>Please provide a copy of the temperature log that will be used for food as well as written assurance that logs will be kept daily and maintained on-file for 6 months.</i> |
|----|---|---|---|

General Program Compliance: Reporting & Recordkeeping

- | | | | |
|----|--|---|--|
| 15 | Production records for breakfast and lunch provided did not contain all required sections: Specifically, production records prepared section is not completed adequately. | Discussed required sections of production records. Parts of a Production Record Guidance can be found on ADE's website at http://www.azed.gov/hns/nslp/mealpattern/ . Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/snparchivedwebinars/ . | <i>Please provide copies of completed breakfast and lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years.</i> |
| 16 | Production record crediting and recipe crediting are inconsistent, specifically for the cheese stick, vegetable in chicken noodle soup and chili mac, oatmeal, and yogurt. | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Referred to the meal pattern webpage - http://www.azed.gov/hns/nslp/mealpattern/ . | <i>Please provide updated recipes and production records with consistent crediting.</i> |

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

No findings.

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 on completing the Administrative Review! Thank you for your hard work and cooperation during this process. You are doing a wonderful job implementing the School Nutrition Programs. Please keep up the great work and contact ADE with 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/trainingsps/>.

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

Please submit corrective action response by March 2, 2020 to Lindsey.Cler@azed.gov or 1535 W. Jefferson St, Bin #7, Phoenix, AZ 85007.



1/31/2020

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
1535 West Jefferson Street, Phoenix, Arizona 85007 • (602) 542-5460 • www.azed.gov

This institution is an equal opportunity provider.