



Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Chino Valley Unified District

CTD: 13-02-51

Site: Territorial Early Childhood Center

Contacts: Lorie Smith, Food Service Coordinator; John Scholl, Superintendent

Review Date: December 5, 2019

Review Period: November 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

No findings.

Performance Standard 1: Meal Counting & Claiming- Critical Area

1	Meal count totals by category for the month of review were not correctly combined and recorded. This was deemed a non-systemic error and contributed toward fiscal action calculations. Specifically, BIC rosters were not provided at the time of review and reviewer was unable to verify electronic POS daily counts.	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 meal service lines provide an accurate count by eligibility category.</i>
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Performance Standard 2: Meal Components & Quantities- Critical Area

2	Milk substitutions did not meet requirements. Specifically, water was provided to students with a medical statement indicating milk/ dairy products are to be avoided but did not list a substitute.	Provided nutrient requirements for milk substitutes and discussed options for meal service. Discussed following up with a medical professional regarding milk substitutions. Q&As - Milk Substitution for Children with Medical or Special Dietary Needs (Non-Disability) can be found on FNS website at www.fns.usda.gov/qas-milk-substitution-children-medical-or-special-dietary-needs-non-disability .	<i>If planning to continue offering a fluid milk substitute, please provide a copy of the nutrition facts label of the product that will be used that meets the nutrition requirements. If a fluid milk substitute will no longer be offered, please provide a written description of procedures that will be implemented to ensure only complete meals will be counted for reimbursement.</i>
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Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

No findings.

Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting & Claiming

No findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

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| 3 | 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 http://www.azed.gov/hns/nslp/mealpattern/ | 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. |
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Meal Pattern & Nutritional Quality: Meal Components & Quantities

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| 4 | Pre-K students were not co-mingled and the CACFP preschool meal pattern was not being followed. Specifically, OVS was practiced during meal service. | Referred to SP 01-2018 | None required at this time. |
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Resource Management

No findings.

General Program Compliance: Civil Rights

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| 5 | Students who have a Documented Special Diet signed by a State Licensed Healthcare Professional are not provided sufficient substitutions daily for meals. | Discussed that all students must have all components offered to them every day unless the physician's note specifically says to exclude the component altogether. Referred to Accommodating Children with Disabilities in the School Meal Program found on ADE's website at http://www.azed.gov/hns/nslp/programguidance/ under Guidance Manuals. | Please provide a written description of the changes that have been implemented to ensure that all meal components are available for students with special diets documented by a physician's note. |
| 6 | Sufficient documentation to support accommodations for special diets has not been maintained: Dietary substitutions are not clarified by a medical professional. | Discussed requirements for accommodating special diets and the need for sufficient documentation. | Please provide written procedures for maintaining documentation supporting accommodations for special diets and written assurance that sufficient documentation to support accommodations for special diets will be maintained. |

General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

No findings.

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

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| 7 | The most recent food safety inspection report was not posted in a publicly visible location. | Discussed making copies of most recent report and feasible places for posting. | <i>Corrected on day of review. No further action is required.</i> |
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General Program Compliance: Reporting & Recordkeeping

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| 8 | Records documenting meal components and meal pattern contribution for Pre-K were not kept on file for the minimum required 5 years. Specifically, production records are not maintained for breakfast and lunch meal services. | Discussed record keeping requirements and timeframe of 5 years. | <i>Please provide written assurance that all documents pertaining to the school meal programs will be retained on file for at least 5 years, as is required by Arizona law, as well as a written plan for ensuring that this requirement is met. Additionally, provide one week's worth of completed production records for the Pre-K meal services.</i> |
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General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach

No findings.

Other Federal Program Reviews: Afterschool Snack Program

No findings.

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! Chino Valley Unified 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. Best wishes for continued success!

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	\$477.76
<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 22, 2020 to Sandy.Fitzner@azed.gov.



1/3/2020

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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