



Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: CITY Center for Collaborative Learning

CTD: 10-87-20

Site: Paulo Freire Freedom School - Downtown

Contacts: Kelly Fryer and Jenn Choi Bemis

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	One application utilized incomplete information. Specifically, one application was incomplete, reporting conflicting household members and household total. 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 http://www.azed.gov/hns/nsfp/trainingps/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. Additionally, the certificate of completion of Step by Step Instruction: How to Process Household Applications must be submitted.</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			
No Findings.			
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		
No Findings.		
General Program Compliance: Civil Rights		
No Findings.		
General Program Compliance: SFA On-Site Monitoring		
No Findings.		
General Program Compliance: Local Wellness Policy		
2	<p>The recent assessment of the implementation of the LWP did not meet the Final Rule requirements. Specifically, the assessment provided did not have 'Year One' completed.</p>	<p>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/. Also discussed feasible means for notifying the public of the results of the most recent assessment.</p> <p><i>None required at this time.</i></p>
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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| 3 | The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d): Suncup Juice, Jack Pot- Pineapple Chunks (Indonesia). Additionally, documentation justifying a Buy American exception was not maintained/on file. | Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar and FAQ. Funds used from the non-profit food service account must be used to procure food products that comply with the Buy American Provision. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, can be found on ADE's website at http://www.azed.gov/hns/nslp/forms/ . Buy American Recorded Webinar and FAQ can be found on ADE's website at http://www.azed.gov/hns/sfp/ | <i>Please provide a written description of the changes that have been made to procurement and/or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i> |
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General Program Compliance: Reporting & Recordkeeping

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|---|--|--|---|
| 4 | Meal contribution crediting is not accurate for recipe. Specifically, Sub-Ham credits as 2.0 oz. eq. Grain, not 2.25 oz. eq. Grain. | Discussed updating recipes to reflect current products being used. | <i>Please provide an updated recipe for Sub- Ham with correct crediting.</i> |
| 5 | Meal contribution crediting is not accurate for recipe. Specifically, Sub-Turkey credits as 2.0 oz. eq. Grain, not 2.25 oz. eq. Grain and 2.25 oz. eq. M/MA. not 2.0 oz. eq. M/MA. | Discussed updating recipes to reflect current products being used. | <i>Please provide an updated recipe for Sub- Turkey with correct 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! CITY Center for Collaborative Learning has completed the Administrative Review for the 2019-2020 school year. Thank you for your hospitality during the review process. It is evident that you are working hard to ensure your students are fed healthy, delicious meals in a safe, supportive, and fun environment.

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/>.

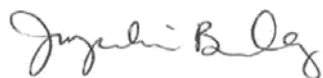
Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at
<http://www.azed.gov/hns/nslp/trainings/>.

Fiscal Action Assessed?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$9.45
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$61.80

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **March 27, 2020** to Joyce Benally at 1535 West Jefferson Street Bin #7, Phoenix, Arizona 85007 and/or Joyce.Benally@gmail.com.



2/27/2020

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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