



Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Academy of Mathematics and Science, Inc.

CTD: 07-82-70

Site: Academy of Math and Science Camelback

Contacts: Deborah Francis, NSLP Coordinator; Adriana Rodriguez, Superintendent

Review Date: December 13, 2019

Review Period: November 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

No findings.

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

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

1	Households are not notified of free meal benefits at the beginning of the school year per operating Special Assistance Provision 2.	Discussed requirement to notify families of program benefits and required content for notification. Provided sample parent letter which can be found on ADE's website at http://www.azed.gov/hns/nslp/forms/ .	<i>Please provide a copy of the parent letter that will be distributed to households in the beginning of each school year stating all students will receive free meal benefits. Additionally, please provide written assurance that households will be notified of program benefits according to requirements henceforth.</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

- | | | | |
|---|---|---|--|
| 2 | Signage which explains what constitutes a reimbursable meal was not displayed to students at lunch. | Discussed feasible options for signage and potential content, plan for creating and posting. Provided POS Signage for NSLP Serve Only on ADE's website at http://www.azed.gov/hns/nslp/mealpattern/ . | <i>This was corrected on site. No further action is required at this time.</i> |
|---|---|---|--|

Resource Management

No findings.

General Program Compliance: Civil Rights

- | | | | |
|---|--|---|---|
| 3 | Procedures for receiving and processing complaints alleging discrimination within the school meal programs are not in place. | Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., ADE, Food & Nutrition Services Southwest Regional Office, FNS Office of Civil Rights, or USDA Office of Civil Rights). The SFA's procedures must note whether an allegation is made verbally or in person. The SFA staff member receiving the allegation must transcribe the complaint. The SFA's procedures for receiving a complaint cannot prevent a complaint from being accepted. Additionally, the SFA's procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA's complaint process be a prerequisite for accepting a complaint. Additional guidance can be found on ADE's website at: http://www.azed.gov/hns/civilrights/ . The Step by Step Instruction: How to File a Civil Rights Complaint can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/ . | <i>Please provide a written description of the process and procedures for processing complaints alleging discrimination within FNS School Meal Programs. Additionally, the certificate of completion of Step by Step Instruction: How to File a Civil Rights Complaint must be submitted.</i> |
|---|--|---|---|

General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

- | | | | |
|---|--|---|--|
| 4 | The LWP did not contain goals for nutrition education. | Discussed developing a LWP with goals for nutrition education. Discussed nutrition education activity ideas which included integrating nutrition into health education classes, promoting skill development and integrating nutrition into core subjects. | <i>Please provide a written plan for how the missing elements of the LWP will be included. The plan should include draft language of the element to be added, who will be involved in updating the LWP and the date the update is expected to be completed. Additionally, provide written assurance that the Local Wellness Policy will be specific to your institution.</i> |
| 5 | The required stakeholders are not being permitted to be involved in the review and update of the LWP: students and general public. | Discussed LEAs must permit participation by the general public and school community (including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators) in the wellness policy process. Guidance on assembling a Local Wellness Policy Team can be found on Team Nutrition's website at https://healthymeals.fns.usda.gov/local-wellness-policy-resources/local-school-wellness-policy-process/assembling-team . | <i>None required at this time.</i> |

General Program Compliance: Competitive Food Services

No findings.

General Program Compliance: Professional Standards

- | | | | |
|---|--|--|--|
| 6 | The School Nutrition Program Manager did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed. | Discussed 10 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/ . 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/trainings/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 Manager is registered for. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.</i> |
|---|--|--|--|

7	Professional Standards training hours are not being tracked on an annual basis for all food service staff. Specifically, no tracking form was utilized for the manager.	Referred to ADE's Training Tracking forms found on ADE's website at http://www.azed.gov/hns/nslp/trainings/ .	<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>
---	---	---	--

General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

8	The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d): Suncup Juice.	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 recordkeeping procedures to ensure that the requirements of the Buy American Provision are met. Additionally, provide a Buy American exception document for Suncup Juice.</i>
---	---	---	---

General Program Compliance: Reporting & Recordkeeping

9	Although advertising literature was provided for Sliced Turkey Ham and credited towards meal pattern, required documentation (CN label or PFS) was not provided to reviewer.	Discussed when processed products are used in Child Nutrition Programs to meet the meal pattern requirement, the product's contributions must be determined. CN Labels and/or Product Formulation Statements provide valuable crediting information; and only these will be accepted as proper crediting documentation. Guidance on Product Formulation Statements and CN Labels can be found on ADE's website under the Processed Product Documentation section found at www.azed.gov/hns/nslp/mealpattern . The CN Labels and Product Formulation Statements Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/snparchivedwebinars/ .	<i>Please provide a CN label and/or Product Formulation Statement (PFS) for the sliced turkey. If unable to provide a CN label or PFS, please provide written assurance that the product will no longer be offered/served to students. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation.</i>
---	--	--	--

10	Production records do not accurately reflect recipe numbers. Specifically, during the month of review, banana bread, bagel with light cream cheese, Trix Yoplait yogurt, large banana muffin, cheese quesadilla, baked beef ziti, and turkey sandwich K-8, 6-8.	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 accurately completed production records with recipe numbers for the identified items. Additionally, please provide written assurance of measures that will be used to ensure production records indicate correct recipe used during production.</i>
11	Recipes provided did not contain all required sections: amounts for lettuce on recipe E-35, Turkey Sandwich K-8, 6-8.	Discussed all menu items that contain more than 1 ingredient must have a standardized recipe. Standardized recipes must include the following information: recipe name, recipe number, ingredients and amounts, serving size, recipe yield, preparation instructions, HACCP process, and HACCP instructions. Examples of standardized recipes can be found on ADE's website at http://www.azed.gov/hns/nslp/mealpattern/ .	<i>Please provide an updated recipe for Turkey Sandwich K-8, 6-8. Additionally, please provide written assurance that all recipes will be updated with amounts for all ingredients.</i>
12	Meal contribution crediting is not accurate for all recipes. Specifically, the mozzarella portion of the Baked Marinara Beef Ziti K-8 credits as .5oz/eq. m/ma, not .25oz/eq. m/ma as indicated on the recipe.	Discussed updating recipes to reflect current products being used.	<i>Please provide an updated recipe for Baked Marinara Beef Ziti K-8. Additionally, please provide written assurance that all recipes will be updated with accurate crediting.</i>
13	Site application in CNPWeb indicated that SFA is operating Breakfast in the Classroom and Grab N Go breakfast carts when the SFA is also serving breakfast in the cafeteria/main dining area.	Discussed steps required to update site application in CNPWeb to reflect current practices.	<i>Please resubmit a site application indicating that breakfast in the cafeteria is also being served. Additionally, please provide written assurance that the site application in ADE's CNPWeb will accurately reflect current practices.</i>
14	Sponsor application in CNPWeb indicated that checklists are not being used as a method of meal counting when checklists are used for meal counting during Breakfast in the Classroom.	Discussed steps required to update sponsor application in CNPWeb to reflect current practices.	<i>Please resubmit a sponsor application indicating that checklists are being used as a method of meal counting. 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

15	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 http://www.eatwellbewell.org/ . - AND/OR- Call 1(800) 5-HUNGRY for more information and/or go to http://www.whyhunger.org/ .	<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 site(s) 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>
----	---	---	---

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! Academy of Math and Sciences, Inc. has completed the Administrative Review for the 2019-2020 school year. Thank you for your hospitality, organization, and sense of urgency 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	\$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 February 21, 2020 to Sandy.Fitzner@azed.gov or 1535 West Jefferson Street, Bin #7, Phoenix, AZ 85007.



16-Jan-20

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.