



Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: ACCEL

CTD: 07-21-64

Site: ACCEL Metro Campus

Contacts: Ray Damm, Chief Executive Officer and Jonathan Evans, Principal

Review Date: January 28, 2020

Review Period: December 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

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, during breakfast daily requirements of Grain were not met on 12/03/19, 12/05/19, and 12/06/19. This is not a repeat finding from cycle two and did not contribute toward fiscal action calculations.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue, such as, correctly crediting Grain products offered. Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern . The Step by Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/ . 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 Grain quantities meet minimum amounts required by the meal pattern. Additionally, please provide documentation demonstrating how this specific menu will be served henceforth (e.g. a production record showing additional grain being served or a statement ensuring grains that credit less than 1 oz. eq. will no longer be used listing the specific products, or a statement that accounts for the specific product being increased in serving to provide a minimum of 1 oz. eq. of grain).</i>
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| <p>2 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during breakfast weekly requirements of Grain were not met, providing 2.5 oz. eq. of Grain and not the required 9 oz. eq. of Grain. This is not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue, such as, utilizing correct grain counts to total weekly requirements. Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern. The Step by Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that Grain quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Breakfast Menu must be submitted.</i></p> |
| <p>3 Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically, during breakfast the Trix cereal bar served provided 0.5 oz. eq. of Grain and not the minimum 1.0 oz. eq. of Grain required. This is not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue, such as, correctly crediting Grain products offered. Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern. The Step by Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that grain quantities meet minimum amounts required by the meal pattern. Additionally, please provide documentation demonstrating how this specific menu will be served henceforth (e.g. a production record showing additional grain being served or a statement ensuring grains that credit less than 1 oz. eq. will no longer be used listing the specific product, or a statement that accounts for the specific product being increased in serving to provide a minimum of 1 oz. eq. of grain).</i></p> |

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| <p>4 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch for grades K-8 the daily requirements of Meat/Meat Alternate were not met on 12/02/19, 12/04/19, and 12/06/19. This is not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e. changes in recipes and review of crediting for entrees). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that Meat/Meat Alternate quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu must be submitted.</i></p> |
| <p>5 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch for grades K-8 the weekly requirements of Meat/Meat Alternate were not met, providing 5 oz. eq. of Meat/Meat Alternate and not the required 9 oz. eq. of Meat/Meat Alternate. This is not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e. changes in recipes and review of crediting for entrees). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that Meat/Meat Alternate quantities meet minimum amounts required by the meal pattern.</i></p> |

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| <p>6 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch for grades K-8 the daily requirements of Grain were not met on 12/04/19, 12/05/19, and 12/06/19. This is not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e. changes in recipes and review of crediting for entrees). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that Grain quantities meet minimum amounts required by the meal pattern.</i></p> |
| <p>7 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch for grades K-8 the weekly requirements of Grain were not met, providing 3.25 oz. eq. of Grain and not the required 8 oz. eq. of Grain. This is not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e. changes in recipes and review of crediting for entrees). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that Grain quantities meet minimum amounts required by the meal pattern.</i></p> |

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| 8 | Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch for grades K-8 the daily requirements of vegetables were not met on 12/06/19. This is not a repeat finding from cycle two and did not contribute toward fiscal action calculations. | Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e. changes in recipes and review of crediting for entrees). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern . The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/ . 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 vegetable quantities meet minimum amounts required by the meal pattern.</i> |
| 9 | The following vegetable subgroup was insufficient in weekly quantities during the review period: beans/peas (legumes) vegetables. Specifically, during lunch for grades K-8 providing 1/4 cup and not the required 1/2 cup. This is not a repeat finding from cycle two and did not contribute toward fiscal action calculations. | Discussed vegetable subgroup requirements for the age/grade groups served. Vegetable Subgroup Quick Guide can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern . The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/ . Please note that repeated violations involving vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents). | <i>Please provide one week of lunch production records for grades K-8 which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements.</i> |
| 10 | The following vegetable subgroup was insufficient in weekly quantities during the review period: starchy vegetables. Specifically, during lunch for grades K-8 providing 1/4 cup and not the required 1/2 cup. This is not a repeat finding from cycle two and did not contribute toward fiscal action calculations. | Discussed vegetable subgroup requirements for the age/grade groups served. Vegetable Subgroup Quick Guide can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern . The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/ . Please note that repeated violations involving vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents). | <i>Please provide one week of lunch production records for grades K-8 which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements.</i> |

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| <p>11 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch for grades 9-12 the daily requirements of Meat/Meat Alternate were not met on 12/02/19, 12/04/19, and 12/06/19. This is not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e. changes in recipes and review of crediting for entrees). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that Meat/Meat Alternate quantities meet minimum amounts required by the meal pattern.</i></p> |
| <p>12 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch for grades 9-12 the weekly requirements of Meat/Meat Alternate were not met, providing 5 oz. eq. of Meat/Meat Alternate and not the required 10 oz. eq. of Meat/Meat Alternate. This is not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e. changes in recipes and review of crediting for entrees). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that Meat/Meat Alternate quantities meet minimum amounts required by the meal pattern.</i></p> |

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| <p>13 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch for grades 9-12 the daily requirements of Grain were not met on 12/02/19, 12/03/19, 12/04/19, 12/05/19 and 12/06/19. This is not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e. changes in recipes and review of crediting for entrees). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that Grain quantities meet minimum amounts required by the meal pattern.</i></p> |
| <p>14 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch for grades 9-12 the weekly requirements of Grain were not met, providing 3.25 oz. eq. of Grain and not the required 10 oz. eq. of Grain. This is not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e. changes in recipes and review of crediting for entrees). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that Grain quantities meet minimum amounts required by the meal pattern.</i></p> |

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| <p>15 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch for grades 9-12 the daily requirements of vegetables were not met on 12/04/19 and 12/06/19. This is not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e. changes in recipes and review of crediting for entrees). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that vegetable quantities meet minimum amounts required by the meal pattern.</i></p> |
| <p>16 The following vegetable subgroup was insufficient in weekly quantities during the review period: beans/peas (legumes) vegetables. Specifically, during lunch for grades 9-12 providing 1/4 cup and not the required 1/2 cup. This is not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>Discussed vegetable subgroup requirements for the age/grade groups served. Vegetable Subgroup Quick Guide can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/. Please note that repeated violations involving vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide one week of lunch production records for grades 9-12 which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements.</i></p> |
| <p>17 The following vegetable subgroup was insufficient in weekly quantities during the review period: starchy vegetables. Specifically, during lunch for grades 9-12 providing 1/4 cup and not the required 1/2 cup. This is not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>Discussed vegetable subgroup requirements for the age/grade groups served. Vegetable Subgroup Quick Guide can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/. Please note that repeated violations involving vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide one week of lunch production records for grades 9-12 which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements.</i></p> |

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| <p>18 Fluid milk was not available in at least two varieties at breakfast and lunch. Specifically, during the review period only fat free unflavored milk was served for breakfast and 1% Fat Unflavored Milk was served for lunch. This is not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>Discussed variety requirement and feasible options for compliance. Allowable milk varieties are fat-free unflavored, fat-free flavored, 1% unflavored and 1% flavored. Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide one week of breakfast and lunch production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast and lunch.</i></p> |
| <p>19 Fluid milk was not available in at least two varieties at breakfast. Specifically, during the day of review only fat free unflavored milk was served for breakfast. This is not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>Corrected on-site for lunch and updated production records to reflect changes. Discussed variety requirement and feasible options for compliance. Allowable milk varieties are fat-free unflavored, fat-free flavored, 1% unflavored and 1% flavored. Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide one week of breakfast production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast.</i></p> |
| <p>20 The meal service was not structured to comply with the meal pattern requirements of the multiple grade groups that were served. Specifically, during lunch grades K-12 are served and production records provide separate sections, though minimum daily requirements are not met resulting in insufficient quantities.</p> | <p>Discussed allowable meal pattern grade groups per the grades served and feasible options for structuring the meal service to comply with quantity requirements (i.e. recipes changes, portion size changes, how to differentiate between students in different groups). Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been implemented to ensure that meal pattern requirements of the multiple grade groups served are met.</i></p> |

21	The following products could not be credited towards the meal pattern due to insufficient documentation: Burrito Bean & Cheddar Cheese, Papa John's Pizza, Turkey Sandwich. Without sufficient documentation, the reviewer was unable to determine if the quantity requirements were met. This is not a repeat finding from cycle two and did not contribute toward fiscal action calculations.	Discussed requirements regarding processed product documentation and provided examples. Guidance on Product Formulation Statements and CN Labels can be found on ADE's website under the <i>Processed Product Documentation</i> section found at www.azed.gov/hns/nslp/mealpattern . USDA Food Fact Sheets can be found on USDA's website at www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets . 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/ . 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 CN label and/or Product Formulation Statement for Burrito Bean & Cheddar Cheese, Papa John's Pizza, Turkey Sandwich. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be submitted.</i>
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Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area

No Findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

22	The benefit issuance document does not contain all required sections: how eligibility was determined. Specifically, the benefit issuance document does not include free-case number application or foster.	Referred to Step by Step Instruction: How to Create a Benefit Issuance Document (BID) on ADE's website found at http://www.azed.gov/hns/nslp/trainings/s/	<i>Please provide a complete benefit issuance document that contains all required sections. Additionally, please provide the certificate of completion for Step by Step Instruction: How to Create a Benefit Issuance Document (BID) must be submitted</i>
23	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>

Meal Access & Reimbursement: Verification

No Findings.

Meal Access & Reimbursement: Meal Counting & Claiming

24	Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check does not match the attendance factor on the monthly reimbursement claims.	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 http://www.azed.gov/hns/nslp/forms/ . The Step by Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/s/online/	<i>Please provide a completed daily edit check worksheet for the month of March. 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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| 25 | OVS was not implemented properly. Specifically, Serve-Only meal service is implemented for lunch meal service for grades 9th-12th. | Provided technical assistance on proper implementation of OVS and discussed with kitchen and point of service staff. Reviewed menu and discussed options for a reimbursable meal under OVS. USDA's Offer Versus Serve Manual, Effective beginning School Year 2015-2016 can be found on ADE's website at http://www.azed.gov/hns/nslp/programguidance/ . | <i>Please provide a written description demonstrating how OVS will be implemented properly. Additionally, please provide written assurance that moving forward, OVS will be implemented properly.</i> |
| 26 | OVS was not implemented properly. Specifically, cafeteria staff have not been trained on Offer vs. Serve (OVS) meal service and were not implementing for grades 9-12 for lunch. | Provided technical assistance on proper implementation of OVS and discussed with kitchen and point of service staff. Reviewed menu and discussed options for a reimbursable meal under OVS. USDA's Offer Versus Serve Manual, Effective beginning School Year 2015-2016 can be found on ADE's website at http://www.azed.gov/hns/nslp/programguidance/ . Find Meal or No Meal - Game for internal staff training on reimbursable meals at lunch (PowerPoint) on ADE's website at http://www.azed.gov/hns/nslp/mealpattern/ . | <i>Please provide a written description demonstrating how cafeteria staff will be implementing OVS properly. Additionally, please provide OVS training by providing a copy of a training tracker or documentation of 'Meal or No Meal' training found on ADE's website.</i> |
| 27 | Signage which explains what constitutes a reimbursable meal for OVS and includes the requirement to select 1/2 cup fruit or vegetable was not displayed to students at 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/ | <i>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.</i> |

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No Findings.

Resource Management

No Findings.

General Program Compliance: Civil Rights

28	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/nsfp/trainingps/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>
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General Program Compliance: SFA On-Site Monitoring

No Findings.

General Program Compliance: Local Wellness Policy

29	The nutrition guidelines for all foods and beverages sold to students on the school campus during the school day are not consistent with the Federal regulations for Smart Snacks in school nutrition standards.	Discussed developing a LWP with nutrition guidelines for all foods and beverages sold to students that meet Federal regulations.	<i>Please provide a written description of the changes that will be made to the LWP to meet the requirements for nutrition guidelines for all food and beverages sold to students. The description should include draft language, who will be involved in updating the LWP and the date the update is expected to be completed.</i>
30	The LWP does not specify how and when a review and update of the policy is to occur.	Discussed the best setting and timeframe for the periodic review and update of the LWP as well as how this can be included in the LWP.	<i>None required at this time.</i>

31	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/ . Also discussed feasible means for notifying the public of the results of the most recent assessment.	<i>None required at this time.</i>
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General Program Compliance: Competitive Food Services

32	Foods and beverages sold and served to students in grades 9-12 during the school day do not meet Smart Snacks standards. Specifically, it was observed on site that foods and beverages are sold outside of the child nutrition program during the school day.	Discussed Smart Snacks requirements for grades 9-12 and why carbonated sugar beverages did not meet standards. The Alliance for a Healthier Generation Smart Snacks Product Calculator can be found on ADE's website at http://www.azed.gov/hns/nslp/smartsnacks/ . Smart Snacks Summary Chart can be found on USDA's website at https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks . The Online Course: Smart Snacks and Competitive Foods Standards in Arizona can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/	<i>Please provide written procedures for assessing whether a product meets Smart Snacks standards and written assurance that noncompliant foods and beverages will no longer be served or sold during the school day to students and that Smart Snacks standards will be adhered to. Additionally, the certificate of completion of Online Course: Smart Snacks and Competitive Foods Standards in Arizona must be submitted.</i>
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General Program Compliance: Professional Standards

No Findings.

General Program Compliance: Water

No Findings.

General Program Compliance: Food Safety, Storage and Buy American

33	The written food safety plan did not include adequate SOPs for food storage, food handling, breakfast in the classroom, etc. or Critical Control Points for keeping food at safe temperatures.	Discussed sample SOPs and guidelines for Critical Control Points (CCPs) found in USDA's Guidance on creating a Food Safety can be found on ADE's website at http://www.azed.gov/hns/nslp/foodsafety/ .	<i>Please provide a copy of the SOPs and CCPs found in the written food safety plan.</i>
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General Program Compliance: Reporting & Recordkeeping

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| 34 Although advertising literature was provided for Tyson Chicken Nuggets 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/trainingps/snparchivedwebinars/ . | <i>Please provide a CN label and/or Product Formulation Statement for Tyson Chicken Nuggets. 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. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be provided.</i> |
| 35 Site application in CNPWeb indicated that SFA is implementing Serve-Only Meal Service when the SFA should be implementing Offer versus Serve (OVS) Meal Service for grades 9-12 for lunch. | Discussed steps required to update sponsor application in CNPWeb to reflect current practice of providing Offer versus Serve (OVS) Meal Service for high school students. | <i>Please resubmit a site and sponsor application indicating that Offer versus Serve (OVS) is implemented. Additionally, please provide written assurance that the site application in ADE's CNPWeb will accurately reflect current practices.</i> |
| 36 Production records for breakfast and lunch provided did not contain all required sections. Specifically, production records Used/Leftover Servings section is not completed adequately. | Production Records consistently have zero entered for leftovers, which prompts concern for food production forecasting. 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. Additionally, the certificate of completion of Production Record Overview must be provided.</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! ACCEL 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 providing 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/>.

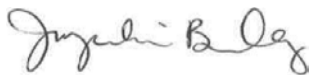
Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at
<http://www.azed.gov/hns/nslp/trainingsps/>.

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

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by March 27, 2020 to Joyce Benally at 400 West Congress Street Bin #33, Tucson, Arizona, 85701 and/or Joyce.Benally@azed.gov.



3/2/2020

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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