



Arizona Department of Education Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Peoria Unified School District

CTD: 07-02-11

Sites: Aurora Day School West, Canyon Elementary School, Ironwood High School, Pioneer Elementary School, Sundance Elementary School, Sunflower School

Contacts: Linda Palles-Thompson, Superintendent & Sandra Schossow, Director of Food and Nutrition

Review Date: March 10-12, 2020

Review Period: February, 2020

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			

No findings.

Performance Standard 1: Meal Counting & Claiming- Critical Area			
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No findings.

Performance Standard 2: Meal Components & Quantities- Critical Area			
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1	Quantities observed during the review period at lunch at Sunflower School did not meet daily minimum amounts required by the meal pattern. On Wednesday 1 oz/eq grain was served to 9-12th grades instead of the required 2 oz/eq due to the texas toast. This was determined to be a repeat finding from cycle two and contributed 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 adding an additional grain on the day the toast is 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 daily grain quantities at lunch meet minimum amounts required by the meal pattern.</i>
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2	Quantities observed during the review period at lunch at Sunflower School did not meet weekly minimum amounts required by the meal pattern. Due to the grain being short on Wednesday, the weekly grain requirement of 10 oz/eq was not met. This was determined to be a repeat finding from cycle two and contributed 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 adding an additional grain on the day the toast is 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 at lunch meet minimum amounts required by the meal pattern.</i>
3	The meal service was not structured to comply with the meal pattern requirements of the multiple grade groups that were served at Sunflower School; PreK-12th grades are served and only 1 meal pattern is utilized.	Discussed allowable meal pattern grade groups per the grades served and feasible options for structuring the meal service to comply with quantity requirements. 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 implemented to ensure that meal pattern requirements of the multiple grade groups served are met.</i>

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

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

4	An individual separate from the application approval process has not been designated as the hearing official.	Discussed requirements for hearing procedures and school official who could be designated. Also discussed updating documents with new hearing official including: notification of benefits letter, media release, and verification results letter.	<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, including the updated notification of benefits letter, media release, and verification results letter.</i>
5	The direct certification notification of eligibility contained incorrect information. Specifically, it includes language that requests families to notify the SFA if they are no longer eligible for benefits.	Discussed content required to be included in direct certification notification letters and language that should be removed. Referred to USDA's Eligibility Manual for School Meals.	<i>Please provide an updated copy of the direct certification notification letter which contains all required information.</i>

6	The direct certification notification of eligibility did not contain all required information. Specifically, it did not detail that meal benefits extend to all children in the household.	Discussed content required to be included in direct certification notification letters. Referred to USDA's Eligibility Manual for School Meals: https://cms.azed.gov/home/GetDocumentFile?id=595e4a163217e115acbc32bd .	<i>Please provide an updated copy of the direct certification notification letter which contains all required information.</i>
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Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting & Claiming

7	An alternate point of service that was not approved by ADE was observed during breakfast while on-site at Sundance Elementary School.	Referred SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes.	<i>Please submit a new site application in CNPWeb that accurately reflects the alternate point of service. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.</i>
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Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

8	Milk was not easily accessible on the snack serving lines where students are able to receive a reimbursable meal at Ironwood High School.	Milk was supposed to be available behind the counter of the snack line, however, it was not available on the day of review. Students were informed to take milk from the regular serving lines when receiving a reimbursable meal from the snack line. Reviewer advised staff to place milk varieties on snack serving line during on site visit to ensure all students had easy access to all reimbursable meal components.	<i>Please provide a description of the changes that have been made to ensure milk is readily available on all reimbursable meal service lines.</i>
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Resource Management

No findings.

General Program Compliance: Civil Rights

9	The USDA nondiscrimination statement used on program materials is not the most current USDA statement.	Discussed updating the verification results letter with the correct nondiscrimination statement, found on ADE's website at http://www.azed.gov/hns/civilrights/ .	<i>Please provide an updated verification results letter with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i>
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General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

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| 10 | 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> |
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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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| 11 | The written food safety plan did not include adequate SOPs for the breakfast cart (at Sundance) and share table (at Canyon, Pioneer, Sundance, and Sunflower). | Discussed making sure the food safety plan is specific to each site's operation. Sample SOPs can be found on ADE's website at: http://www.azed.gov/hns/nslp/foodsafety/ . | <i>Please provide a copy of the share table and breakfast cart SOPs that will be added to the written food safety plan.</i> |
| 12 | Temperature logs for food storage areas have not been maintained for 6 months at Canyon and Sunflower. | Temperature logs for Canyon and Sunflower were not being completed before February 2020. Discussed requirements for maintaining food storage area temperature logs for 6 months. | <i>A copy of the temperature log for food storage was provided. Please provide written assurance that logs will be kept daily and maintained on-file for 6 months.</i> |

General Program Compliance: Reporting & Recordkeeping

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| 13 | Production records at Aurora Day School did not specify the type of gluten free and vegetarian meals served. | Discussed making sure that the production records accurately reflect all food being served. | <i>Please provide a written description of the changes that have been made to ensure production records will accurately reflect all items being served and written assurance that all records will be maintained for 5 years.</i> |
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14	Production records at Sunflower School do not separate elementary from high school grades.	Discussed ensuring that meal service is structured to comply with meal pattern requirements, which should be reflected in the production records. Meal pattern requirements for the National School Lunch Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern .	<i>Please provide a written description of the changes that have been made to ensure production records will accurately reflect the different grades being served and written assurance that all records will be maintained for 5 years.</i>
15	Separate production records were not maintained for Sunflower and Canyon Schools.	Although the two schools share a kitchen, they must maintain their own production records. Discussed either maintaining two separate records or adding an additional column to Canyon's production records to reflect Sunflower's meal service.	<i>Please provide a written description of the changes that have been made to ensure production records are maintained for each school and written assurance that all records will be maintained for 5 years.</i>
16	The number of serving days during the review period at Pioneer for At Risk was incorrect.	Discussed ensuring that the number of serving days in the meal count records matches the claim.	<i>Please resubmit the claim with the correct number of At Risk serving days as well as written assurance that the correct number of serving days will be used.</i>
17	The recipe for the grilled cheese at the elementary schools (Canyon, Pioneer, Sundance, and Sunflower) was incorrect.	Discussed revisions needed to the quantity in the recipe and ensuring the recipe accurately reflects crediting information.	<i>An updated recipe was provided. No further corrective action needed.</i>
18	The recipe for the deli protein box at Ironwood High School was incorrect.	Discussed revisions needed to the instructions of ingredients and ensuring the recipe accurately reflects items to be used .	<i>An updated recipe was provided. No further corrective action needed.</i>

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

No findings.

Other Federal Program Reviews: Afterschool Snack Program

19	Fruit/vegetable portion sizes observed during the review period at Canyon Elementary School did not meet minimum amounts required by the Afterschool Snack Program (ASP).	Discussed the meal pattern requirements of the ASP and the requirement that fruits, vegetables, and juice must be 3/4 cup. The ASP meal pattern table can be found on ADE's website at http://www.azed.gov/hns/nslp/ascsp/ .	<i>Please provide a written description of the changes that have been made to ensure that fruit and vegetable quantities meet minimum amounts required by the ASP meal pattern.</i>
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20	Production records included Pre-k program's snacks, who are not claimed or part of the ASP at Canyon Elementary School.	Discussed making it clear which snacks are offered for ASP on the production records.	<i>Please provide a written description of the changes that have been made to ensure that production records clearly indicate the items served during ASP.</i>
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Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2020 if applicable.

Other Federal Program Reviews: Fresh Fruit & Vegetable Program

No findings.

Other Federal Program Reviews: Special Milk Program

No findings.

Other Federal Program Reviews: At-Risk Afterschool Meals

21	The At-Risk Afterschool Meals Site Review for Meals was not conducted at Pioneer Elementary School by February 1st.	Discussed At-Risk monitoring requirements. A sample At-Risk Afterschool Meals Site Review monitoring form can be found on ADE's website at: https://www.azed.gov/hns/atriskafterschoolmealsforsfa/ .	<i>Please provide a written description of the changes that have been made to ensure that the At-Risk Afterschool Meals Site Review will be completed by February 1st each year.</i>
22	Production records do not support that the At-Risk Afterschool Meals meal pattern was met during the week of review at Pioneer Elementary School: the vegetable component was planned but not actually served on Tuesday and Thursday.	Discussed the CACFP meal pattern requirements for At-Risk Afterschool Meals and ensuring that planned menu items are actually served. The At-Risk Afterschool Meals meal pattern can be found on ADE's website at: https://www.azed.gov/hns/atriskafterschoolmealsforsfa/ .	<i>Please provide a written description of the changes that have been made to ensure that the At-Risk Afterschool Meal pattern requirements will be met .</i>
23	Production records do not support that the At-Risk Afterschool Meals meal pattern was met during the week of review: two vegetables were planned on Wednesday, with 1 of the vegetables meeting the fruit component, but only 1 vegetable served.	Discussed the CACFP meal pattern requirements for At-Risk Afterschool Meals and ensuring that planned menu items are actually served. The At-Risk Afterschool Meals meal pattern can be found on ADE's website at: https://www.azed.gov/hns/atriskafterschoolmealsforsfa/ .	<i>Please provide a written description of the changes that have been made to ensure that the At-Risk Afterschool Meal pattern requirements will be met .</i>
24	Production records did not accurately reflect that peanut butter was served Tuesday at Pioneer during At-Risk Afterschool Meals.	Discussed ensuring that productions records accurately reflect items being served as well as tracking amount planned and served.	<i>Please provide a written description of the changes that have been made to ensure that production records for At-Risk Afterschool Meal will accurately reflect all items served during meal service .</i>

Comments/Recommendations:

Congratulations on completing the Administrative Review! Thank you to the Peoria Food & Nutrition Department for all of your hard work during this process and for providing healthy, delicious meals to students. It was a pleasure visiting your schools and seeing the amazing job you are all doing implementing the school nutrition programs. Please keep up the great work!

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?

☒ No- SBP

☐ Yes- SBP

☒ No- NSLP

☐ Yes- NSLP

\$10.91

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 15, 2020 to Lindsey Cler at Lindsey.Cler@azed.gov or 1535 W. Jefferson St, Bin #7, Phoenix, AZ 85007.



4/8/2020

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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