



**Arizona Department of Education  
Health and Nutrition Services Division**

**Administrative Review Summary Report**

School Food Authority Name: Parker Unified School District

CTD: 15-02-27

Site: Wallace Jr High School

Contacts: Brad Sale, Superintendent & Karen Bonds, Food Service Supervisor

Review Date: October 15, 2019

Review Period: September 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
<b>Performance Standard 1: Certification &amp; Benefit Issuance- Critical Area</b>			

No findings.

**Performance Standard 1: Meal Counting & Claiming- Critical Area**

1	Meal counts were not supported by an acceptable meal counting method. Tray counts were used for meal counting during breakfast and lunch, which is unallowable. This was deemed a systemic error and a recalculation was conducted, which contributed toward fiscal action calculations.	Discussed how current system meal counting system allowed for this to happen and potential changes to meal counting system.	<i>Corrective action was provided and a recalculation was conducted. No further corrective action needed.</i>
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**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.

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**Meal Pattern & Nutritional Quality: Meal Components & Quantities**

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No findings.

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**Resource Management**

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| 2 Meals served to teachers, administrators, custodians, and other adults at lunch were not priced so that the adult payment was sufficient to cover the overall cost of the meal. | Discussed ways to determine adult meal prices, which included pricing adult meals to reflect the amount of reimbursement received for a free meal plus the per meal value of entitlement and bonus commodities for non-pricing programs. Referred to adult meal pricing tool on ADE's website at <a href="http://www.azed.gov/hns/nslp/rm/">http://www.azed.gov/hns/nslp/rm/</a> . | <i>Please provide a written description of the steps which have been taken to increase adult meal prices or a copy of the adult meal pricing tool. Additionally, please submit supporting documentation which reflects that prices have been increased to the appropriate level.</i> |
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**General Program Compliance: Civil Rights**

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| 3 Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements; complaints are handled internally. | Discussed that SFA's procedures must not indicate that they attempt to resolve the complaint themselves. Also discussed that procedures should identify the outside agency to which complaints are forwarded (i.e., SA, FNSRO, 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. Additional guidance can be found on ADE's website at: <a href="http://www.azed.gov/hns/civilrights/">http://www.azed.gov/hns/civilrights/</a> . The Step by Step Instruction: How to File a Civil Rights Complaint can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainingps/online/">http://www.azed.gov/hns/nslp/trainingps/online/</a> . | <i>Please provide a written description of the updated process and procedures for processing complaints alleging discrimination which meets requirements.</i> |
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**General Program Compliance: SFA On-Site Monitoring**

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No findings.

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**General Program Compliance: Local Wellness Policy**

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| 4 The LWP did not contain goals for nutrition promotion. | Discussed feasible options for nutrition promotion goals that can be written into the LWP. Referred to ADE's Local Wellness Policy webpage at: <a href="https://www.azed.gov/hns/nslp/lwp/">https://www.azed.gov/hns/nslp/lwp/</a> . Team Nutrition Resources can be found at <a href="http://teamnutrition.usda.gov">http://teamnutrition.usda.gov</a> . | <i>None required at this time.</i> |
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5	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>
6	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 <a href="http://www.azed.gov/hns/nslp/lwp/">http://www.azed.gov/hns/nslp/lwp/</a> .	<i>None required at this time.</i>
7	The public was not notified of the results of the most recent assessment of the implementation of the LWP.	Discussed requirement to make the assessment available to the public once it has been conducted. The USDA's Local Wellness Policy Outreach Toolkit can be found at <a href="https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit">https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit</a> .	<i>None required at this time.</i>

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**General Program Compliance: Competitive Food Services**

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8	The following food sold to students in grades K-8 during the school day do not meet Smart Snacks standards: cookie and brownie.	Discussed Smart Snacks requirements for grades K-8 and why these products did not meet standards. The Alliance for a Healthier Generation Smart Snacks Product Calculator can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/smartsnacks/">http://www.azed.gov/hns/nslp/smartsnacks/</a> . Smart Snacks Summary Chart can be found on USDA's website at <a href="https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks">https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks</a> . The Online Course: Smart Snacks and Competitive Foods Standards in Arizona can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainingps/online/">http://www.azed.gov/hns/nslp/trainingps/online/</a>	<i>Please provide written procedures for assessing whether a product meets Smart Snacks standards and written assurance that the cookie and brownie will no longer be served or sold during the school day.</i>
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**General Program Compliance: Professional Standards**

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No findings.

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**General Program Compliance: Water**

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No findings.

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**General Program Compliance: Food Safety, Storage and Buy American**

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| 9  | The written food safety plan did not include adequate SOPs for the breakfast cart. | Discussed making sure the food safety plan is specific to the school's operation. Sample SOPs can be found on ADE's website at:<br><a href="http://www.azed.gov/hns/nslp/foodsafety/">http://www.azed.gov/hns/nslp/foodsafety/</a> .  | <i>Please provide a copy of the breakfast cart SOPs that will be added to the written food safety plan.</i>  |
| 10 | Temperature logs for food are not being maintained.                                | Discussed requirements for maintaining food temperature logs and tracking this on the production records or creating a separate temperature log. Monitoring forms can be found on ADE's website at<br><a href="http://www.azed.gov/hns/nslp/foodsafety/">http://www.azed.gov/hns/nslp/foodsafety/</a> . | <i>Please provide a copy of the temperature log that will be used for food as well as written assurance that logs will be kept daily and maintained on-file for 6 months.</i>            |
| 11 | Temperature logs for the milk cooler are not being maintained.                     | Discussed requirements for maintaining milk cooler temperature logs. Monitoring forms can be found on ADE's website at<br><a href="http://www.azed.gov/hns/nslp/foodsafety/">http://www.azed.gov/hns/nslp/foodsafety/</a> .   | <i>Please provide a copy of the temperature log that will be used for the milk cooler as well as written assurance that logs will be kept daily and maintained on-file for 6 months.</i> |
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**General Program Compliance: Reporting & Recordkeeping**

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No findings.

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

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No findings.

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**Other Federal Program Reviews: Afterschool Snack Program**

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Not applicable.

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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2020 if applicable.

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**Other Federal Program Reviews: Fresh Fruit & Vegetable Program**

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Not applicable.

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**Other Federal Program Reviews: Special Milk Program**

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Not applicable.

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**Other Federal Program Reviews: At-Risk Afterschool Meals**

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Not applicable.

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**Comments/Recommendations:**

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Congratulations on completing the Administrative Review! Thank you for your hard work and cooperation during this process. You are doing a wonderful job implementing the School Nutrition Programs. Based on your menu documentation provided for the week of review, you are serving 100% whole grain-rich items. If this extends to your entire menu, please take a moment to sign ADE's Whole Grain Pledge at <https://www.surveymonkey.com/r/WholeGrainRichPledge> and be recognized for providing 100% whole grain-rich items. ADE appreciates your efforts in continuing to provide quality meals to Arizona students. 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     \$825.28

Please submit corrective action response by May 21, 2020 to Lindsey Cler at 1535 W. Jefferson St, Bin #7, Phoenix, AZ 85007 or [Lindsey.Cler@azed.gov](mailto:Lindsey.Cler@azed.gov).



4/14/2020

Reviewer Signature

Date



4/15/2020

Program Director 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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