



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

Administrative Review Summary Report

School Food Authority Name: ASPC – Tucson Minors Unit

CTD: 21-91-02

Site: Life Learning Academy

Contacts: Glenn Pacheco, Warden and Gerard Bonorand, Food Service Liaison

Review Date: February 27, 2020

Review Period: January 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			
<i>No findings.</i>			

Performance Standard 1: Meal Counting & Claiming- Critical Area

1	Meal count totals for the month of review were not correctly combined and recorded. Specifically, nonreimbursable meals served on January 1, 2020 were included on the claim for reimbursement. This was deemed a non-systemic error 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.	<i>Please provide a written description of changes to the system that have been implemented to ensure that only reimbursable meals are included in the claims for reimbursement.</i>
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Performance Standard 2: Meal Components & Quantities- Critical Area

2	Quantities observed on the day of review/during the review period did not meet minimum amounts required by the meal pattern. Specifically, the PB&J Sandwich served on 01/08/2020 only credited as 1.75 oz. eq. meat/meat alternate when 2.0 oz. eq. is the daily minimum requirement for grades 9–12. 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 (e.g., revising recipes, adding additional meat/meat alternate items, etc.). Meal pattern requirements for NSLP 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/ . The Using Appropriate Serving Utensils 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>A revised recipe for PB&J that credits as 2.0 oz. eq. meat/meat alternate was provided to the review during the on site review. Please provide a written description of the changes that have been made to ensure that daily meat/meat alternate quantities meet minimum amounts required by the meal pattern.</i>
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Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

3	The documentation sheet for all children residing in the RCCI did not contain all of the required information. Specifically, the list did not contain the income, date of birth, date of admission, date of release, or the official's signature, title, and contact information.	Reviewed requirements for certification documentation for residents. Referred to the "Special Situations when Determining Eligibility" of USDA's Eligibility Manual for School Meals. A sample Master List can be found on ADE's website at: http://www.azed.gov/hns/nslp/rcci/ .	<i>Please provide written assurance that the certification list for residents will contain all of the required information henceforth. Additionally, please provide a copy of the updated Master List which contains all of the required information.</i>
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Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting & Claiming

No findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

4	Offer Versus Serve (OVS) was not implemented at lunch for grades 9–12 and documentation supporting State agency approval of an exemption to OVS requirements at Life Learning Academy was not provided.	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/ . Additionally, discussed whether an exemption request would be appropriate if OVS is not a practicable option at this site.	<i>Please provide a written description demonstrating how OVS will be implemented properly. If OVS is determined to be impracticable at the site, please submit a request for exemption to your assigned School Nutrition Programs Specialist.</i>
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Meal Pattern & Nutritional Quality: Meal Components & Quantities

5	Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast or 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 signs that will be displayed to students that demonstrates what constitutes a reimbursable meal at breakfast and lunch. Additionally, please provide written assurance that these signs will be displayed for all students to see.</i>
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Resource Management		
6	<p>One invoice paid with funds from the nonprofit school food service account reviewed was underpaid by \$0.20.</p> <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. The ICN Financial Management Information System can be found on ADE's website at http://www.azed.gov/hns/nsfp/rm/.</p>	<i>Please provide a written description of changes that will be implemented to reduce the amount of errors that occur when processing food service payments.</i>
General Program Compliance: Civil Rights		
7	<p>The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, the menu did not contain the most current USDA statement.</p> <p>Discussed where to find nondiscrimination statement on ADE's website at http://www.azed.gov/hns/civilrights/ and whether long or short statement would be most appropriate.</p>	<i>Please provide an updated program material (menu) with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i>
General Program Compliance: SFA On-Site Monitoring		
<i>No findings.</i>		
General Program Compliance: Local Wellness Policy		
8	<p>A recent assessment of the implementation of the LWP has not been conducted nor have plans been developed to complete the assessment.</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/nsfp/lwp/. Also discussed feasible means for notifying the public of the results of the most recent assessment.</p>	<i>None required at this time.</i>
9	<p>The public was not notified of the results of the most recent assessment of the implementation of the LWP.</p> <p>Discussed requirement to make the most recent assessment available to the public. Also discussed feasible means for notifying the public of the results of the most recent assessment on the implementation of the LWP. The USDA's Local Wellness Policy Outreach Toolkit can be found at https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit.</p>	<i>None required at this time.</i>
General Program Compliance: Competitive Food Services		
<i>No findings.</i>		

General Program Compliance: Professional Standards

No findings.

General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

No findings.

General Program Compliance: Reporting & Recordkeeping

10	Site application in CNPWeb indicated that SFA is operating Child Nutrition Programs 7 days a week (Sunday–Saturday) when the SFA is operating	Discussed steps required to update sponsor application in CNPWeb to reflect current practice of utilizing a custom notification letter.	<i>Please resubmit a site application indicating that Child Nutrition Programs are being operated 5 days a week (Monday–Friday). Additionally, please provide written assurance that the sponsor application in ADE's CNPWeb will accurately reflect current practices.</i>
	Child Nutrition Programs 5 days a week (Monday–Friday).		

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! ASPC - Tucson Minors Unit 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 meals in a supportive 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/>.

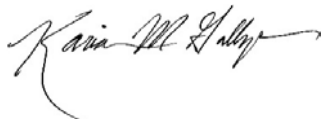
Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at <http://www.azed.gov/hns/nslp/trainings/>.

Fiscal Action Assessed?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$121.00
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$385.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by April 7, 2020 to Kariann Gallegos at Kariann.Gallegos@azed.gov or 1535 West Jefferson Street Bin #7, Phoenix, AZ 85007.



3/9/2020

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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