



## Arizona Department of Education Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Dysart Unified District

CTD: 07-02-89

Sites: Asante Preparatory Academy, El Mirage School, Luke Elementary District and Willow Canyon High School

Contacts: Dr. Quinn Kellis, Superintendent and JoAnna Broady, Nutrition Liaison

Review Date: January 27-30, 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
<b>Performance Standard 1: Certification &amp; Benefit Issuance- Critical Area</b>			
1	One household application was certified utilized incomplete information. Specifically, one application did not contain the last four digits of the primary wage earner in the household or the box indicating "No SSN" was not checked.	Discussed errors found and required corrective action. Referred to the Processing Applications section in USDA's Eligibility Manual for School Meals.	<i>Corrections have been made to the certification error. Please describe the process that will be implemented to reduce errors that occur while determining the eligibility status for each student.</i>
<b>Performance Standard 1: Meal Counting &amp; Claiming- Critical Area</b>			
No Findings			
<b>Performance Standard 2: Meal Components &amp; Quantities- Critical Area</b>			
No Findings			
<b>Performance Standard 2: Dietary Specifications &amp; Nutrient Analysis- Critical Area</b>			
No Findings			
<b>Meal Access &amp; Reimbursement: Certification &amp; Benefit Issuance</b>			
No Findings			
<b>Meal Access &amp; Reimbursement: Verification</b>			
No Findings			
<b>Meal Access &amp; Reimbursement: Meal Counting &amp; Claiming</b>			
2	The site application in CNPWeb did not accurately reflect point of service procedures that were observed on-site. Specifically, the site application for El Mirage School indicated Offer vs Serve during breakfast and Serve Only was actually being implemented during breakfast.	Referred SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes.	<i>A new site application was submitted and approved during the review process and no further corrective action is required.</i>
<b>Meal Pattern &amp; Nutritional Quality: Offer Versus Serve</b>			
No Findings			

<b>Meal Pattern &amp; Nutritional Quality: Meal Components &amp; Quantities</b>		
No Findings		
<b>Resource Management</b>		
No Findings		
<b>General Program Compliance: Civil Rights</b>		
3	The media release did not include the long USDA nondiscrimination statement.	Discussed where to find the nondiscrimination statement on ADE's website at <a href="http://www.azed.gov/hns/civilrights/">http://www.azed.gov/hns/civilrights/</a> .  <i>Please provide written assurance that the media release used in the 2020-2021 school year will contain the long USDA nondiscrimination statement.</i>
<b>General Program Compliance: SFA On-Site Monitoring</b>		
No Findings		
<b>General Program Compliance: Local Wellness Policy</b>		
4	The Local Wellness Policy (LWP) does not state that a triennial assessment will occur, the assessment will assess compliance with the LWP, the assessment will compare the LWP to a model policy and indicate the progress made in attaining the LWP goals.	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>
5	The LWP does not state the results of the most recent assessment of the implementation of the LWP will be made public.	Discussed requirement to have LWP include language regarding public notification. 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>
<b>General Program Compliance: Competitive Food Services</b>		
No Findings		
<b>General Program Compliance: Professional Standards</b>		
No Findings		
<b>General Program Compliance: Water</b>		
No Findings		
<b>General Program Compliance: Food Safety, Storage and Buy American</b>		
No Findings		
<b>General Program Compliance: Reporting &amp; Recordkeeping</b>		
No Findings		
<b>General Program Compliance: School Breakfast Program &amp; Summer Food Service Program Outreach</b>		
No Findings		

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

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No Findings

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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, Dysart Unified District has completed the Administrative Review for the 2019-2020 school year. Thank you for your cooperation during the review process. It was a pleasure to work with you and your staff and it is evident you are all working hard to provide healthy, nutritious meals in a safe environment.

Based on your menu documentation provided for the week of review, it appears that you have opted to utilize the flexibility to serve a select number of enriched grain rich items. Please consider switching to serve 100% whole grain-rich items and join your peers who have already signed ADE's Whole Grain Pledge at: <https://www.surveymonkey.com/r/WholeGrainRichPledge>. ADE appreciates your efforts in providing quality meals to Arizona students. Thank you!

**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?

☒ No- SBP

☐ Yes- SBP

**\$0.00**

☒ No- NSLP

☐ Yes- NSLP

**\$0.00**

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by March 20, 2020 to Kerrie Zigler at [Kerrie.Zigler@azed.gov](mailto:Kerrie.Zigler@azed.gov) or 1535 W. Jefferson St., Bin #7, Phoenix, AZ 85007.



2/19/2020

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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