



Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Fit Kids, Inc. dba Champion Schools

CTD: 07-87-85

Site: Champion Chandler

Contacts: Carolyn Sawyer, Superintendent & Christopher Greene, School Food Director

Review Date: December 10, 2019

Review Period: November, 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

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| 1 | Three applications were certified incorrectly or utilized incomplete information. This contributed toward fiscal action calculations. | Discussed errors found and required corrective action. Referred to USDA's Eligibility Manual for School Meals found on ADE's website at http://www.azed.gov/hns/nslp/programguidance/ . Suggested completing the training: Step by Step Instruction: How to Process Household Applications found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/ under the 3000-Administration tab. | <i>Corrections have been made to certification errors. Please describe the process that will be implemented to reduce the amount of errors that occur while determining the eligibility status for each student.</i> |
| 2 | Incomes that were the same frequency were all converted to annual. | Discussed that it is not necessary to convert incomes to annual when they are the same frequency. Suggested completing the training: Step by Step Instruction: How to Process Household Applications found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/ under the 3000-Administration tab. | <i>Please provide written procedures for how and when conversion factors will be utilized and written assurance that income conversions will be used appropriately.</i> |

Performance Standard 1: Meal Counting & Claiming- Critical Area

No findings.

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

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| 3 | Verification procedures were not followed correctly. Specifically, the income documentation provided did not support the original determination, but the eligibility status was not changed. | Discussed proper verification procedures and how to verify the income. Referred to Online Training: Verification Review ADE's website at http://www.azed.gov/hns/nslp/verification/ . Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised July 2017 found on ADE's website at http://www.azed.gov/hns/nslp/programguidance/ . | Please provide written procedures that will be followed when verifying a household's income documentation. |
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Meal Access & Reimbursement: Meal Counting & Claiming

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| 4 | SFA did not communicate their local meal charge policy in writing to all households at the beginning of the school year and/or during the school year for new students. | Discussed the Unpaid Meal Charge Policy and referred to memos SP29-2017, SP29-2017a, SP23-2017 and HNS14-2017, which can be found on ADE's website at http://www.azed.gov/hns/memos/ . | Please provide the written notification that will be provided to the households at the beginning of the school year and/or during the school year for new students. Additionally, please provide written assurance that moving forward, all households will be notified in writing of the local meal charge policy at the beginning of the school year and any new student will be notified of the policy after registration. |
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Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

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| 5 | Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast and lunch. | Discussed requirement to post serve only meal signage. Printable POS Signage can be found on ADE's website at http://www.azed.gov/hns/nslp/mealpattern/ . | Please provide the sign that will be displayed to students that demonstrates what constitutes a reimbursable meal at breakfast and lunch. Additionally, please provide written assurance that this sign will be displayed for all students to see. |
| 6 | Meals served to Pre-K students did not meet requirements for co-mingling. Specifically, only one milk type was offered to Pre-K students. | Discussed that Pre-k students should be offered the same items if they are co-mingled and also need two milk types. Referred to SP 01-2018 Updated Infant and Preschool Meal Patterns can be found at: http://www.azed.gov/hns/cacfp/cacfpmealpattern/ . | None required at this time. |
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Resource Management		
No findings.		
General Program Compliance: Civil Rights		
No findings.		
General Program Compliance: SFA On-Site Monitoring		
No findings.		
General Program Compliance: Local Wellness Policy		
7	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>
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		
8	The written food safety plan did not include adequate SOPs for the share table.	Discussed making sure the food safety plan is site specific and provided sample templates, which can be found on ADE's website at http://www.azed.gov/hns/nslp/foodsafety/ .
		<i>Please provide a copy of the SOPs for the share table that will be included in the food safety plan.</i>
9	The documentation justifying a Buy American exception did not include information on how often the item was purchased/served.	Discussed the Buy American provision requirements and also tracking frequency of the non-domestic item used. Referred to ADE's prototype Buy American exception document found on ADE's website at http://www.azed.gov/hns/nslp/forms/
		<i>Please provide a written description of the changes that have been made to the recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i>
General Program Compliance: Reporting & Recordkeeping		

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

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| 10 | Although monthly menus are provided to students, the SFA is not providing reminders throughout the school year about the availability of the SBP. | Discussed the importance of reminders and marketing of SBP throughout the school year, not just at the beginning, and discussed possible methods of outreach. Additionally, discussed SBP reminders must include: serving times, SBP cost and availability. | <i>Please provide a description of how households will be notified of the availability of the SBP during the school year, and written assurance that this will occur.</i> |
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Other Federal Program Reviews: Afterschool Snack Program

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| 11 | Production records for afterschool snack program did not contain all required sections: Specifically, production records served/left over section is not included. | Discussed required sections of production records for afterschool snack program and referred to ADE's template at:
http://www.azed.gov/hns/nsfp/ascsp/ . | <i>Please provide copies of completed afterschool snack production records for 5 days.</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

Not applicable.

Comments/Recommendations:

Congratulations on completing the Administrative Review! You are doing a wonderful job implementing the School Nutrition Programs, especially operating Breakfast in the Classroom. Thank you for your hard work and cooperation, 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/trainingsps/>.

Fiscal Action Assessed?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$44.82
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$64.24

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by February 10, 2020 to lindsey.cler@azed.gov or 1535 W. Jefferson St, Bin #7, Phoenix.



1/8/2020

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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