



## Arizona Department of Education Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: George Gervin Youth Center, Inc.

CTD: 07-85-85

Site: George Gervin Prep Academy

Contacts: Gloria Baker, Office Manager

Review Date: November 26, 2019

Review Period: October, 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

No findings.

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

No findings.

#### Performance Standard 2: Meal Components & Quantities- Critical Area

1	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, daily vegetable quantity of 3/4 cup was not offered on two days at lunch during the review period, October 21, 2019 and October 22, 2019. This was not a repeat finding from cycle two therefore did not contribute 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.e. changes in serving utensils, recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern">www.azed.gov/hns/nslp/mealpattern</a> . The Step by Step Instruction: How to Plan a Lunch Menu: How to Plan a Breakfast Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainings/online/">http://www.azed.gov/hns/nslp/trainings/online/</a> . The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainings/snparchivedwebinars/">http://www.azed.gov/hns/nslp/trainings/snparchivedwebinars/</a> . 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 vegetable quantities meet minimum amounts required by the meal pattern. The certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu must be submitted.</i>
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| 2 | <p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the weekly vegetable quantity of 3 3/4 cups was not offered at lunch during the review period, October 21-25, 2019. Instead, only 3 5/8 cups vegetables was offered. This was not a repeat finding from cycle two therefore did not contribute toward fiscal action calculations.</p>                  | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e. changes in serving utensils, recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern">www.azed.gov/hns/nslp/mealpattern</a>. The Step by Step Instruction: How to Plan a Lunch Menu: How to Plan a Breakfast Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainings/online/">http://www.azed.gov/hns/nslp/trainings/online/</a>. The Using Appropriate Serving Utensils Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainings/snparchivedwebinars/">http://www.azed.gov/hns/nslp/trainings/snparchivedwebinars/</a>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that weekly vegetable quantities meet minimum amounts required by the lunch meal pattern.</i></p>  |
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| 3 | <p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the weekly grain quantity of 8 ounce equivalents was not offered at lunch during the review period, October 21-25, 2019. Instead, only 6.25 ounce equivalents of grains were offered. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e. changes in serving utensils, recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern">www.azed.gov/hns/nslp/mealpattern</a>. The Step by Step Instruction: How to Plan a Lunch Menu: How to Plan a Breakfast Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainings/online/">http://www.azed.gov/hns/nslp/trainings/online/</a>. The Using Appropriate Serving Utensils Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainings/snparchivedwebinars/">http://www.azed.gov/hns/nslp/trainings/snparchivedwebinars/</a>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that weekly grain quantities meet minimum amounts required by the lunch meal pattern. Additionally, one week of lunch production records demonstrating all lunch meal pattern requirements were met must be submitted.</i></p> |

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

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No findings.

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**Meal Access & Reimbursement: Certification & Benefit Issuance**

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No findings.

Meal Access & Reimbursement: Verification			
No findings.			
Meal Access & Reimbursement: Meal Counting & Claiming			
No findings.			
Meal Pattern & Nutritional Quality: Offer Versus Serve			
Not applicable.			
Meal Pattern & Nutritional Quality: Meal Components & Quantities			
No findings.			
Resource Management			
No findings.			
General Program Compliance: Civil Rights			
4	Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically the procedures do not include forwarding the complaint to the State Agency.	<p>Discussed site-specific procedures for receiving and processing complaints, as well as identifying 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. Additionally, the SFA’s procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA’s complaint process be a prerequisite for accepting a complaint. 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/trainings/s/online/">http://www.azed.gov/hns/nslp/trainings/s/online/</a>.</p>	<i>Please provide a written description of the updated process and procedures for processing complaints alleging discrimination which meets requirements. Additionally, the certificate of completion of Step by Step Instruction: How to File a Civil Rights Complaint must be submitted.</i>
5	Program staff have not been trained on civil rights topics.	<p>Discussed requirement and how to document that requirement has been met. An acceptable civil rights power point training material can be found on ADE’s website at <a href="http://www.azed.gov/hns/civilrights/">http://www.azed.gov/hns/civilrights/</a>.</p>	<i>Please conduct civil rights training for staff that interact with program applicants and/or participants. Provide documentation demonstrating topics covered and attendance of staff. Describe the process that will be implemented to ensure that this requirement is adhered to and properly documented moving forward.</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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| 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> . Also discussed feasible means for notifying the public of the results of the most recent assessment. | None required at this time. |
| 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 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 <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> .  | None required at this time. |

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**General Program Compliance: Competitive Food Services**

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No findings.

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**General Program Compliance: Professional Standards**

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| 8 | Employees outside of the School Nutrition Program whose responsibilities assist in the operation of the NSLP/SBP have not received applicable training. | Discussed 4 hour training requirement, employees' job duties and applicable trainings that could be provided and feasible timeline. Trainings for School Nutrition Professionals can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training/">http://www.azed.gov/hns/nslp/training/</a> . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainings/online/">http://www.azed.gov/hns/nslp/trainings/online/</a> . | Please provide completed training tracker for individual that is responsible for providing backup for the point of sale. |
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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 was not site specific.   | Discussed required components of a food safety plan and resources available on ADE's website at <a href="http://www.azed.gov/hns/nslp/foodsafety/">http://www.azed.gov/hns/nslp/foodsafety/</a> .   | <i>Please provide a copy of a written food safety plan that is specific to the site and the site's current meal service practices.</i>   |
| 10 | The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed schools: fresh tomatoes (Mexico) and sliced canned jalapenos (Mexico). Additionally, documentation justifying a Buy American exception was not maintained/on file. | Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar and FAQ. Funds used from the non-profit food service account must be used to procure food products that comply with the Buy American Provision. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/forms/">http://www.azed.gov/hns/nslp/forms/</a> . Buy American Recorded Webinar and FAQ can be found on ADE's website at <a href="http://www.azed.gov/hns/sfp/">http://www.azed.gov/hns/sfp/</a> | <i>Please provide a written description of the changes that have been made to procurement and/or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i> |

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**General Program Compliance: Reporting & Recordkeeping**

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| 11 | Recipes for the following menu items were not provided: Cheeseburger served October 21, 2019 and Nachos served October 25, 2019.   | Discussed all menu items that were missing a recipe. Standardized recipes must include the following information: recipe name, recipe number, ingredients and amounts, serving size, recipe yield, preparation instructions, HACCP process, and HACCP instructions. Examples of standardized recipes can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern/">http://www.azed.gov/hns/nslp/mealpattern/</a> .                           | <i>Please provide recipes for the following menu items: Cheeseburgers and Nachos. Additionally, please provide written assurance that all recipes will be kept on file by the SFA.</i>   |
| 12 | Production records for breakfast and lunch provided did not contain all required sections: Specifically the total reimbursable meals, total meals, 2nd meals and adult meals sections were left incomplete.                            | Discussed required sections of production records. Parts of a Production Record Guidance can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern/">http://www.azed.gov/hns/nslp/mealpattern/</a> . Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainings/snparchivedwebinars/">http://www.azed.gov/hns/nslp/trainings/snparchivedwebinars/</a> . | <i>Please provide copies of completed breakfast and lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years. Additionally, the certificate of completion of Production Record Overview must be provided.</i> |
| 13 | Production record crediting is incorrect and inconsistent with recipes provided on lunch production records from the week of menu review, October 21-25, 2019. Specifically the grain crediting and vegetable crediting is inaccurate. | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Referred to the meal pattern webpage - <a href="http://www.azed.gov/hns/nslp/mealpattern/">http://www.azed.gov/hns/nslp/mealpattern/</a> .   | <i>Please provide one week of breakfast and lunch production records with accurate crediting for each meal component.</i>  |

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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 the completion of the SY2019/2020 Administrative Review. Thank you for your hospitality during the on-site

**To stay on track with NSLP requirements, check out the NSLP at a Glance Calendar & Monthly Checklist on our website at Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at**

**Fiscal Action Assessed?**

☒ No- SBP

☐ Yes- SBP

☒ No- NSLP

☐ Yes- NSLP

\$539.19

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by April 16, 2020 to Bekah McLeod at [bekah.mcleod@azed.gov](mailto:bekah.mcleod@azed.gov) or 1535 W. Jefferson St., BIN #7, Phoenix, AZ 85007.



3/16/2020

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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