



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

**Administrative Review Summary Report**

School Food Authority Name: Miami Unified District

CTD: 04-02-40

Site: Lee Kornegay Intermediate School

Contacts: Sherry Dorathy, Superintendent and Lisa Marquez, Business Manager

Review Date: February 25, 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**

No findings.

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

No findings.

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

1	The following vegetable subgroup was not offered during the review period: starchy.	Discussed vegetable subgroup requirements for the age/grade group served. Vegetable Subgroup Quick Guide 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 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 note that repeated violations involving vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).	<i>Please provide one week of lunch production records which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements.</i>
---	---	--	--

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

No findings.

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

- |   |   |  |   |
|---|---|--|---|
| 2 | Sponsor Application in CNPWeb indicated that SFA is using the notification letter provided by ADE when the SFA is using a custom notification letter. | Discussed steps required to update Sponsor Application in CNPWeb to reflect current practice of utilizing a custom notification letter.  | <i>SFA has resubmitted a Sponsor Application indicating that a custom notification letter is being used. Please provide written assurance that the Sponsor Application in ADE's CNPWeb will accurately reflect current practices.</i> |
| 3 | Vicki Byrne (who serves as the verifying official & confirming official) is listed on the notification of benefits letter as the hearing official.    | Discussed that person separate from the application approval process and verification process must be designated as the hearing official. Referred to Hearing Procedure section in USDA's Eligibility Manual for School Meals. Discussed school official who could be designated/updating notification of benefits letter. | <i>Please provide the name and title of the individual designated as the hearing official. Additionally, please provide an updated notification of benefits letter with the appropriate designated hearing official.</i>              |

---

**Meal Access & Reimbursement: Verification**

---

- |   |   |  |  |
|---|---|--|--|
| 4 | The person designated as the confirming official is the same person who serves as the verifying official. | Discussed requirement for having a designated official for conducting confirmation reviews who is not the verifying official or the same person who determined eligibility. Referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised July 2017 found on ADE's website at <a href="http://www.azed.gov/hns/nslp/program">http://www.azed.gov/hns/nslp/program</a> | <i>Please provide written assurance that the person designated as the confirming official will not be the same person who acts as the verifying official or determines eligibility. Additionally, please provide the name and title of the individual designated as the confirming official.</i> |
|---|---|--|--|

---

**Meal Access & Reimbursement: Meal Counting & Claiming**

---

No findings.

---

**Meal Pattern & Nutritional Quality: Offer Versus Serve**

---

No findings.

---

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

---

No findings.

---

**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**

---

- |   |   |   |                             |
|---|---|---|-----------------------------|
| 5 | The recent assessment of the implementation of the LWP did not meet the Final Rule requirements. SFA completed ADE's Activity & Assessment Tool as the LWP Assessment- this tool was designed to be utilized as an action plan to guide implementation & assessment of the LWP (not be the actual assessment of the policy). Additionally, the assessment does not measure how the LEA's LWP compares to the model wellness policy. | 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> . | None required at this time. |
|---|---|---|-----------------------------|

---

**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**

---

No findings.

---

**General Program Compliance: Reporting & Recordkeeping**

---

- |   |   |  |  |
|---|---|--|--|
| 6 | Lee Kornegay Intermediate School's site application in CNPWeb indicated that site is operating offer versus serve (OVS) during breakfast in the classroom meal service when the site is operating serve-only meal service during breakfast. | Discussed steps required to update site/sponsor application in CNPWeb to reflect current practice of utilizing the serve-only meal pattern during breakfast. | SFA has resubmitted Lee Kornegay Intermediate School's site application indicating that serve-only meal pattern is operated at breakfast. Please provide written assurance that the sponsor application in ADE's CNPWeb will accurately reflect current practices. |
|---|---|--|--|

---

**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! Miami Unified District has completed the Administrative Review in the 2019-2020 SY. Thank you for your hospitality during my visit and all of your hard work and organization throughout the AR process. It was a pleasure meeting you all- thank you for working so diligently to assure that your students are receiving nutritious meals. Please let me know if you have any questions.

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/trainings/>.

**Fiscal Action Assessed?**

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$0
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$0

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **April 15, 2020** to Taryn Kunkel at [Taryn.Kunkel@azed.gov](mailto:Taryn.Kunkel@azed.gov) or AZ Dept. of Education/Health & Nutrition 1701 N. 4th St. Flagstaff, AZ 86004.



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  
1535 West Jefferson Street, Phoenix, Arizona 85007 • (602) 542-5460 • [www.azed.gov](http://www.azed.gov)  
This institution is an equal opportunity provider.