



Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Quartzsite Elementary District

CTD: 15-04-04

Site: Ehrenberg Elementary School

Contacts: Raquel Burton, Administrator and Patricia Mendoza, NSLP Coordinator

Review Date: February 13, 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

1	Meal count totals by category for the month of review were not correctly combined and recorded. This was deemed a non-systemic error and 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. having two separate individuals consolidate daily meal counts and compare to ensure correct counts are recorded).	<i>January claim was revised/resubmitted in CNPWeb on day of review. Please provide a written description of changes to the system that have been implemented to ensure that meal service lines provide an accurate count by eligibility category and that meal counts are accurately recorded in monthly claim.</i>
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Performance Standard 2: Meal Components & Quantities- Critical Area

2	Quantities observed on the day of review did not meet minimum amounts required by the SBP meal pattern. Specifically, only 1/2 cup fruit was offered/served to students at breakfast when 1 cup fruit needed to meet minimum daily requirement.	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.). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern . The Step by Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/ . The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/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>Please provide a written description of the changes that have been made to ensure that fruit quantities meet minimum amounts required by the breakfast meal pattern.</i>
3	Quantities observed during the review period did not meet minimum amounts required by the SBP meal pattern. Specifically, on three days during week of menu review only 1/2 cup fruit was offered/served to students at breakfast when 1 cup fruit needed to meet minimum daily requirement.	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.).	<i>Please provide a written description of the changes that have been made to ensure that fruit quantities meet minimum amounts required by the breakfast meal pattern.</i>
4	Quantities observed at Ehrenberg Elementary School during the review period did not meet minimum amounts required by the breakfast meal pattern. Specifically, weekly minimum fruit requirements were not met during week of menu review.	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.).	<i>Please provide a written description of the changes that have been made to ensure that fruit quantities meet weekly minimum amounts required by the breakfast meal pattern.</i>
5	Quantities observed during the review period did not meet minimum amounts required by the NSLP meal pattern. Specifically, on one day during week of menu review 1 cup of romaine lettuce (which only credits as 1/2 cup vegetable) was offered to students at lunch when 3/4 cup needed to meet minimum daily requirement.	Discussed that uncooked leafy greens credit as half the volume served (i.e. 1 cup romaine lettuce=1/2 cup vegetable). 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.).	<i>Please provide a written description of the changes that have been made to ensure that vegetable quantities meet minimum amounts required by the lunch meal pattern.</i>

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

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

No findings.

Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting & Claiming

No findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

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| 6 | Signage which explains what constitutes a reimbursable meal and includes the requirement to select 1/2 cup fruit or vegetable was not displayed to students at breakfast and 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 sign that has been displayed explaining what constitutes a reimbursable meal and includes the requirement to select 1/2 cup fruit or vegetable. Additionally, please provide written assurance that this sign will be displayed for all students to see.</i> |
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Meal Pattern & Nutritional Quality: Meal Components & Quantities

No findings.

Resource Management

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| 7 | Lunch meals served to teachers, administrators, custodians, and other adults were not priced so that the adult payment in combination with any per-lunch revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to cover the overall cost of the meal. | Discussed ways to determine adult meal prices which included a per meal cost analysis or pricing adult meals to reflect the amount of reimbursement received for a free meal plus the per meal value of entitlement and bonus commodities for non-pricing programs. | <i>The SFA has increased adult lunch price to the appropriate level for SY19-20- \$3.75. No further corrective action is required.</i> |
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General Program Compliance: Civil Rights

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| 8 | Sufficient documentation to support accommodations for special diet has not been maintained. Specifically, SFA has one student who is lactose intolerant. A doctor's note was provided to reviewer but note does not indicate how exposure to food affects the child, foods to be omitted from diet, and foods that can be substituted to accommodate dietary restriction. | Discussed requirements for accommodating special diets and the need for sufficient documentation. | <i>Please provide written procedures for maintaining documentation supporting accommodations for special diets and written assurance that sufficient documentation to support accommodations for special diets will be maintained.</i> |
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General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

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| 9 | 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 http://www.azed.gov/hns/nslp/lwp/ . | <i>None required at this time.</i> |
| 10 | A plan is not in place to share assessment results with public once assessment is completed. | 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 . | <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

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| 11 | Temperature logs for dry food storage areas are not being kept. | Discussed requirements for maintaining food storage area temperature logs, sample templates, and who would be responsible. Temperature logs for food storage areas must be maintained for 6 months. Monitoring forms can be found on ADE's website at http://www.azed.gov/hns/nslp/foodsafety/ . | <i>Please provide a copy of the temperature log that will be used for food storage areas as well as written assurance that logs will be kept daily and maintained on-file for 6 months.</i> |
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General Program Compliance: Reporting & Recordkeeping

No findings.

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

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| 12 Outreach to families regarding the availability of the SBP was not conducted during the school year | Discussed methods of notifying families of the availability of the SBP at the start of and throughout the school year and determined which was most feasible. | <i>Please provide a written plan that demonstrates how households will be notified of the availability of the SBP during the school year. Additionally, please provide a written description of how households will be notified of the availability of the SBP at the beginning of and during the school year, and written assurance that this will occur.</i> |
| 13 Households were not notified of the availability of the SFSP prior to the end of the school year. | Discussed resources within the local area to provide families regarding meals during the summer months when school is not in session. Summer feeding locations can be found at http://www.eatwellbewell.org/ . - AND/OR- Call 1(800) 5-HUNGRY for more information and/or go to http://www.whyhunger.org/ . | <i>Please provide a description of how households will be notified of the availability of the SFSP prior to the end of the school year and written assurance that this will occur. If you do not plan to operate the SFSP and no other entities reasonably close to your sites operate the SFSP, please provide a description of other community resources that will be provided to households prior to the end of the school year.</i> |

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! Quartzsite Elementary 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. I appreciate your enthusiasm and willingness to learn. Please let me know if you have any questions.

Congratulations! Based on your menu documentation provided for the week of review, you are serving 100% whole grain-rich items! If this extends to your entire menu, please take a moment to sign ADE's Whole Grain Pledge at <https://www.surveymonkey.com/r/WholeGrainRichPledge> and be recognized for providing 100% whole grain-rich items. ADE appreciates your efforts in continuing to provide 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?

<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 **May 20, 2020** to Taryn Kunkel at Taryn.Kunkel@azed.gov or AZ Dept. of Education/Health & Nutrition 1701 N. 4th St. Flagstaff, AZ 86004.



4/3/2020

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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