



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

Administrative Review Summary Report

School Food Authority Name: Cartwright Elementary District

CTD: 07-04-83

Site: Frank Borman School, Glenn L. Downs School, Justine Spitalny School, Pioneer Preparatory - A Challenge Foundation, Southwest Academy and St. Vincent de Paul

Contacts: LeeAnn Lawlor, Superintendent and Diane Gruman, Director, Food Services

Review Date: January 21 – 24, 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
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			
	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

No findings.

Meal Access & Reimbursement: Meal Counting & Claiming

- | | | | |
|---|--|---|--|
| 1 | Frank Borman School CNPWeb site application indicates operating NSLP meal pattern for At-Risk Meals, however, CACFP meal pattern is implemented. | Referred SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes. | <i>Frank Borman School CNPWeb site application was updated the day of review. No further corrective action is required.</i> |
| 2 | Pioneer Preparatory - A Challenge Foundation, Southwest Academy: Free, reduced and paid participants are not accurate on CNPWeb claim. | Discussed CNPWeb claim must accurately reflect current free, reduced and paid participants. Additionally, discussed the site level free/reduced percentage for non-CEP entities is derived by dividing the sum of all free lunch eligible children AND all reduced-price lunch eligible children by the sum of all free lunch eligible children AND reduced-price lunch eligible children AND paid lunch eligible children. | <i>Please update Pioneer Preparatory - A Challenge Foundation and Southwest Academy January CNPWeb claim to include accurate free, reduced and paid participants. Additionally, provide January 2020 claim for Pioneer Preparatory - A Challenge Foundation and Southwest Academy.</i> |

Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

- | | | | |
|---|--|--|------------------------------------|
| 3 | St. Vincent de Paul: OVS was implemented for Pre-K lunch meal service. | Discussed allowable meal service styles for Pre-K students are serve only and family style. Referred to SP 01-2018 Updated Infant and Preschool Meal Patterns in the National School Lunch Program and School Breakfast Program; Questions and Answers. | <i>None required at this time.</i> |
| 4 | St. Vincent de Paul: Signage which explains what constitutes a reimbursable meal was not displayed to Pre-K students at lunch. | Discussed feasible options for Serve Only 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/mealpatter n/ . | <i>None required at this time.</i> |

Resource Management

No findings.

General Program Compliance: Civil Rights

- | | | | |
|---|--|--|--|
| 5 | Medical Statement for Students with Special Dietary Accommodations includes "Diagnosis requiring diet modification." | Referred to SP 26-2017: Accommodating Disabilities in the School Meal Programs: Guidance and Questions and Answers (Q&As), question 15, the State agency or SFA may not require that the written medical statement provide a specific diagnosis by name or use the term "disabled" or "disability." Additionally, discussed using ADE Medical Statement for Students with Special Dietary Accommodations found on ADE's website at http://www.azed.gov/hns/nslp/forms/ . | <i>ADE Medical Statement for Students with Special Dietary Accommodations was emailed to all sites on the day of review. All sites were informed to use the updated Medical Statement for Students with Special Dietary Accommodations moving forward. No further corrective action is required.</i> |
| 6 | Medical Statement for Students with Special Dietary Accommodations indicates only M.D. or D.O can complete the form. | Discussed the medical statement must include the signature of an individual who is authorized to write medical prescriptions under State law. Arizona State Licensed Healthcare Professionals include: Dentists, Homeopathic Physicians, Naturopathic Physicians, Nurse Practitioners, Osteopathic Physicians, Physician Assistants, and Physicians. | <i>ADE Medical Statement for Students with Special Dietary Accommodations was emailed to all sites on the day of review. All sites were informed to use the updated Medical Statement for Students with Special Dietary Accommodations moving forward. No further corrective action is required.</i> |

General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

- | | | | |
|---|--|--|------------------------------------|
| 7 | The recent assessment of the LWP did not completely meet the Final Rule requirements. Specifically, a WellSAT was conducted which meets the requirement to compare the LWP to a model policy however, plans were not in place to assess how the LEA is complying with their own LWP. | 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 and progress made in attaining the goals of the wellness policy. Recommended using ADE's Activity and Assessment Tool. Sample evaluation tools can be found on ADE's website at http://www.azed.gov/hns/nslp/lwp/ . Also discussed feasible means for notifying the public of the results of the most recent assessment. | <i>None required at this time.</i> |
|---|--|--|------------------------------------|

- | | | | |
|---|--|---|-----------------------------|
| 8 | 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 https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit . | 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

- | | | | |
|----|--|---|--|
| 9 | The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed schools or at off-site storage facilities: Sun Cup Juice, Pineapple Chunks, Tropical Fruit Salad, Mandarin Oranges. 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 http://www.azed.gov/hns/nslp/forms/ . Buy American Recorded Webinar and FAQ can be found on ADE's website at http://www.azed.gov/hns/sfp/ | <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> |
| 10 | Southwest Academy: Documentation was not maintained to support that the school received two food safety inspections from the local health department each school year, or that the school requested two food safety inspections each year from the local health department. | Discussed that each site operating must obtain two food safety inspections from the local health department per school year or maintain documentation to show that two food safety inspections were requested from the local health department each school year. | <i>Please provide a written description of how you will ensure that two food safety inspections from the local health department will be obtained each school year.</i> |

General Program Compliance: Reporting & Recordkeeping

- | | | |
|---|---|--|
| 11 Frank Borman School: Pita, Chicken Salad BA recipe is not accurate. Specifically, m/ma credits as 1.75oz/eq m/ma, not 2oz/eq m/ma. | Discussed updating recipes to reflect current products being used. | <i>An updated recipe was provided to the reviewer on the day of review. No further corrective action is required.</i> |
|
 | | |
| 12 Southwest Academy: Steak Fingers Breaded recipe is not accurate, Specifically, 4 Breaded Beef Fingers credit as 1oz/eq grain, not 1.25oz/eq grain. | Discussed updating recipes to reflect current products being used. | <i>Please provide an updated recipe for Steak Fingers Breaded.</i> |
|
 | | |
| 13 Southwest Academy: Lunch production records provided do not indicate different portion sizes for different grade groupings (K-8 and 9-12). | Discussed using Production Record for Multiple Grade Groupings found on ADE's website at http://www.azed.gov/hns/nslp/mealpatter n/ | <i>Please provide copies of completed lunch Production Record for Multiple Grade Groupings for 5 consecutive days.</i> |

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

- | | | |
|---|---|---|
| 14 SBP outreach to families does adequality promote the program. Specifically, SBP outreach does not include: serving times, SBP cost and availability. | 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. 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 at the beginning of and during the school year, and written assurance that this will occur.</i> |
|---|---|---|

Other Federal Program Reviews: Afterschool Snack Program

No findings.

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

Not applicable.

Other Federal Program Reviews: At-Risk Afterschool Meals

No findings.

Comments/Recommendations:

Congratulations! Cartwright Elementary District has completed the Administrative Review for the 2019-2020 school year. Thank you for your hospitality during the review process. You are doing an outstanding job implementing the NSLP. It is evident that you are working hard to ensure your students are fed healthy meals.

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 March 6, 2020 to Jennifer.McDonald@azed.gov or Jennifer McDonald at 1535 W. Jefferson St, Bin #7, Phoenix, AZ 85007.

	2/12/2020
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
This institution is an equal opportunity provider.