



## Arizona Department of Education Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Aprender Tucson

CTD: 10-87-85

Site: Southside Community School

Contacts: Christine Curtis, Superintendent | Melissa Costa, NSLP Director

Review Date: January 28, 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
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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 on the day of review did not meet minimum amounts required by the meal pattern. Daily fruit quantities did not meet the school breakfast program's daily requirement for the K-8 meal pattern at breakfast. This is not a repeat finding and does 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. 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 <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 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> . 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 daily fruit quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Breakfast Menu must be submitted</i>
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2	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Daily & Weekly fruit quantities did not meet the school breakfast program's requirement for the K-8 meal pattern at breakfast. This is not a repeat finding from cycle two and does 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. 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 daily fruit quantities meet minimum amounts required by the school breakfast program's K-8 meal pattern. Additionally, please provide copies of production records from one full week of served meals to show that compliance is being met.</i>
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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

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**Meal Access & Reimbursement: Verification**

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No Findings

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

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No Findings

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

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Not Applicable

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

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No Findings

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**Resource Management**

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3	Meals served to teachers, administrators, custodians, and other adults were not priced so that the adult payment was sufficient to cover the overall cost of the meal.	Discussed ways to determine adult meal prices which included 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>Please provide a written description of the steps which have been taken to increase adult meal prices and resolve the discrepancy, including the exact formula used to price adult meals. Additionally, please submit supporting documentation which reflects that prices have been increased to the appropriate level.</i>
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**General Program Compliance: Civil Rights**

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No Findings

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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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| 4 | 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> |
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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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No Findings

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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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No Findings

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**General Program Compliance: Reporting & Recordkeeping**

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No Findings

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

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| 5 | Households were not notified of the availability of the SFSP prior to the end of the school year. | Discussed methods of notifying families of the availability of the SFSP prior to the end of the school year and determined which was most feasible. Summer feeding locations can be found at <a href="http://www.eatwellbewell.org/">http://www.eatwellbewell.org/</a> . | <i>Please provide the documentation 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 site 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> |
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**Other Federal Program Reviews: Afterschool Snack Program**

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No Findings

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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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Thank you for your participation in the NSLP Administrative Review. I am confident that following the technical assistance given during the review process, Southside Community School will continue to thrive.

**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?

☒ No- SBP

☐ Yes- SBP

☒ No- NSLP

☐ Yes- NSLP

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by March 20, 2020 to Brandon Estrada at 1535 W Jefferson St. Bin #7 Phoenix, Arizona or [Brandon.Estrada@azed.gov](mailto:Brandon.Estrada@azed.gov).



2/25/2020

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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