



Arizona Department of Education Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Black Mesa Community School

CTD: 09-39-01

Site: Black Mesa Community School

Contacts: Marie Rose, Principal | Lynnette Greyeyes, Support Services Business Supervisor

Review Date: November 19, 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 on the day of review/during the review period did not meet minimum amounts required by the meal pattern. Fruit quantities were insufficient in the 1/2 cup offered at breakfast instead of the required 1 cup serving for a serve only operation. This was determined to be a repeat finding from cycle two and contributed 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 www.azed.gov/hns/nslp/mealpattern . The Step by Step Instruction: How to Plan a Lunch Menu -AND-OR 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/trainings/online/ .	<i>Please provide a written description of the changes that have been made to ensure that Fruit quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu Step by Step Instruction: How to Plan a Breakfast Menu must be submitted. Additionally, the certificate of completion of Using Appropriate Serving Utensils must be submitted.</i>
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| <p>2 During the week of review in regard to NSLP, the required meal components were not available on every reimbursable meal service line to all students. Documentation could not be provided to support the M/MA item served on three of the five days of the week. This resulted in an absent M/MA component throughout the review period. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 7 cents) until sufficient corrective action is received.</p> | <p>Discussed options for additional items to be offered as part of the reimbursable meal and options for adjusting what is offered on each meal service line.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that all required meal components are available on every reimbursable meal service line to all students.</i></p> |
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| <p>3 Quantities observed on the day of review/during the review period did not meet minimum amounts required by the meal pattern. During the week of review, documentation indicated that vegetable subgroup Red/Orange quantities were insufficient.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that Vegetable Subgroup Red/Orange quantities meet minimum amounts required by the meal pattern.</i></p> |

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

No Findings

Meal Pattern & Nutritional Quality: Meal Components & Quantities

4	Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast & 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 will be displayed to students that demonstrates what constitutes a reimbursable meal at breakfast & lunch. Additionally, please provide written assurance that this sign will be displayed for all students to see.</i>
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Resource Management

5	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 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. Additionally, the ADE Adult Meal Pricing tool was used to determine a new adult meal price of \$3.75	<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>
6	A system or process to sufficiently separate non-program food costs (2nd meals) from program food costs has not been implemented.	Discussed feasible methods for separating costs. Discussed revenue from non-program foods requirements and provided with Non-Program Food Revenue Tool. Referred to FNS Instruction 782-5 REV. 1 for more information about pricing for non-program adult meals.	<i>Please provide a description of the systems that will be developed to separate non-program food costs from program food costs and assurance that those systems will be implemented.</i>

General Program Compliance: Civil Rights

	The USDA nondiscrimination statement used on program materials is not the most current USDA statement.	Discussed where to find nondiscrimination statement on ADE's website at http://www.azed.gov/hns/civilrights/ and whether long or short statement would be most appropriate.	<i>Please provide an updated program material with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i>
7	The public/media release was not provided to local media, the unemployment office and local employers considering large layoffs.	Discussed requirements and timeframe for public/media release, and best options locally for submitting the release to. Showed where template release can be found on ADE's website at http://www.azed.gov/hns/nslp/forms/ . Discussed who would be responsible for doing this.	<i>Please provide written procedures for distributing the public/media release and written assurance that the public/media release will be submitted to the local media, the unemployment office and local employers considering large layoffs prior to the start of each school year.</i>

General Program Compliance: SFA On-Site Monitoring

No Findings

General Program Compliance: Local Wellness Policy

8	The public is not being notified of the existence and contents of the LWP.	Discussed feasible means of notifying the public about the LWP. Discussed placing policy on school website	<i>None required at this time.</i>
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/ . Also discussed feasible means for notifying the public of the results of the most recent assessment.	<i>None required at this time.</i>

General Program Compliance: Competitive Food Services

No Findings

General Program Compliance: Professional Standards

10	The School Nutrition Program Director did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.	Discussed 12 hour requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals can be found on ADE's website at http://www.azed.gov/hns/nslp/training/ . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/ .	<i>Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that the School Nutrition Program Director is registered for. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.</i>
11	The School Nutrition Program Manager did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.	Discussed 10 hour training requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals can be found on ADE's website at http://www.azed.gov/hns/nslp/training/ . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/ .	<i>Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that the School Nutrition Program Manager is registered for.</i>

12	Professional Standards training hours are not being tracked on an annual basis.	Referred to ADE's Training Tracking forms found on ADE's website at http://www.azed.gov/hns/nslp/trainings/ .	<i>Please provide the tracker that will be used to track Professional Standards training hours on an annual basis for all School Nutrition Program staff. Additionally, please provide written assurance that Professional Standards training hours will be tracked for all School Nutrition Program staff on an annual basis.</i>
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General Program Compliance: Water

No Findings

General Program Compliance: Food Safety, Storage and Buy American

13	Temperature logs for food storage areas are not being maintained.	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

14	Although monthly menus are posted on district website and copies are available at each school site, the SFA is not providing reminders throughout the school year about the availability of the SBP.	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>
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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

Comments/Recommendations:

Thank you for your participation in the NSLP/SBP Administrative Review!

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?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$118.80
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$483.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by January 22, 2020 to Brandon.Estrada@azed.gov or 1535 W Jefferson St. Bin #7 Phoenix, AZ 85007



12/19/2019

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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