



## Arizona Department of Education Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Pima Prevention Partnership

CTD: 10-85-07

Site: Arizona Collegiate High School

Contacts: Ian Kidd, Superintendent | Jennifer Caverly, Special Education Teacher

Review Date: January 31, 2020

Review Period: December 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			
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|---|---|--|---|
| 1 | 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 9-12 meal pattern at breakfast. This was not a repeat finding from cycle two 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. Please note that repeated violations involving food quantities & components 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 9-12 meal pattern. Additionally, please provide copies of production records from one full week of served meals to show that compliance is being met.</i>                      |
| 2 | Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Red/Orange vegetable subgroup weekly quantity requirements were not met during the review period during lunch. 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. Please note that repeated violations involving food quantities & components 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 weekly red/orange vegetable subgroup quantities meet minimum amounts required by the school lunch program's 9-12 meal pattern. Additionally, please provide copies of production records from one full week of served meals to show that compliance is being met.</i> |

3	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Daily & weekly vegetable quantities did not meet the school lunch program's requirement for the 9-12 meal pattern. This was not a repeat finding from cycle two 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. Please note that repeated violations involving food quantities & components 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 weekly vegetable quantities meet minimum amounts required by the school lunch program's 9-12 meal pattern. Additionally, please provide copies of production records from one full week of served meals to show that compliance is being met.</i>
4	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 lunch program's requirement for the 9-12 meal pattern. This was not a repeat finding from cycle two 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. Please note that repeated violations involving food quantities & components 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 &amp; weekly fruit quantities meet minimum amounts required by the school lunch program's 9-12 meal pattern. Additionally, please provide copies of production records from one full week of served meals to show that compliance is being met.</i>
5	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Daily & weekly grain quantities did not meet the school lunch program's requirement for the 9-12 meal pattern. This was not a repeat finding from cycle two 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. Please note that repeated violations involving food quantities & components 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 &amp; weekly grain quantities meet minimum amounts required by the school lunch program's 9-12 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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No Findings

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

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No Findings

Resource Management		
6	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>

General Program Compliance: Civil Rights		
7	Sufficient documentation to support accommodations for special diets has not been maintained.	Discussed that all students must have all components offered to them every day unless the physician's note specifically says to exclude the component altogether. Referred to Accommodating Children with Disabilities in the School Meal Program found on ADE's website at <a href="http://www.azed.gov/hns/nslp/programguidance/">http://www.azed.gov/hns/nslp/programguidance/</a> under Guidance Manuals. <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. Additionally, provide the documentation that will be used in the occurrence that special diets are asked to be accommodated.</i>
8	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 <a href="http://www.azed.gov/hns/nslp/forms/">http://www.azed.gov/hns/nslp/forms/</a> . Discussed that the public release must be distributed following the administrative review. <i>Please provide written procedures for distributing the public/media release and a copy of the public/media release that must be submitted this year 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		
No Findings		

General Program Compliance: Competitive Food Services		
No Findings		

General Program Compliance: Professional Standards		
No Findings		

General Program Compliance: Water		
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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| 9    | The Site application in CNPWeb indicated that SFA is participating in the Afterschool Care Snack Program when the SFA did not participate during the review period or the day of review | Discussed steps required to update sponsor and site applications in CNPWeb to reflect current practice.  | <i>None required at this time.</i>   |
| <br> |   |  |  |
| 10   | The Free and Reduced-Price Policy Statement provided by the SFA does not align with current practices. Specifically, the listed authorized signer is no longer employed at the LEA      | Referred them to FRPPS template on ADE's website at website at <a href="http://www.azed.gov/hns/nsfp/forms/">http://www.azed.gov/hns/nsfp/forms/</a> . | <i>Please provide an updated and signed Free and Reduced-Price Policy Statement. Additionally, please provide written assurance that moving forward, the Free and Reduced Price Policy Statement will reflect current practices.</i> |

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

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| 11   | 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> |
| <br> |  |  |  |
| 12   | 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 documentation to support that this will occur.</i>   |

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**Other Federal Program Reviews: Afterschool Snack Program**

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Not Applicable

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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:**

Thank you for your participation in the NSLP Administrative Review. Following the on-site review, I recommend conducting on-site reviews at all sites associated with Pima Prevention Partnership at least twice a year.

**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?

☐ No- SBP

☐ Yes- SBP

☒ No- NSLP

☐ Yes- NSLP

**\$309.91**

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 85007 or [Brandon.Estrada@azed.gov](mailto:Brandon.Estrada@azed.gov).



2/25/20

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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