



## Arizona Department of Education Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Southwest Education Center

CTD: 07-21-46

Site: Southwest Education Center - Casa Grande

Contacts: Elizabeth Conran, President | Brian McGowan, CFO | Kathy Burwell, Regional Director

Review Date: February 27, 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
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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 during the review period did not meet minimum amounts required by the meal pattern. 'Other' Vegetable subgroup quantity requirements were not met during the RP for the 9-12 NSLP Menu. 1/2 cup was offered instead of the 3/4 cup requirement. This is a repeat finding and will contribute toward FA calculations This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations	Discussed vegetable subgroup requirements for the age/grade groups served. Vegetable Subgroup Quick Guide 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 Lunch 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 vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).	<i>Please provide one week of lunch production records which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements for grades 9-12.</i>
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| <p>2 Observation of the NSLP Menus indicated that daily vegetable quantities were not met for the K-8 meal pattern. Additionally daily &amp; weekly vegetable quantities were not met for the 9-12 meal pattern. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations</p>                  | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Meal pattern requirements for the National School Lunch Program and 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>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide one week of lunch production records which demonstrate compliance with vegetable quantities. Please provide a written description of the changes that have been made to ensure that vegetable quantities meet minimum amounts required by the 9-12 &amp; K-8 meal pattern.</i></p> |
| <p>3 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Observation of the NSLP Menu indicated that daily &amp; weekly fruit offerings were not served in proper quantities. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Meal pattern requirements for the National School Lunch Program and 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>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide one week of lunch production records which demonstrate compliance with fruit quantities. Please provide a written description of the changes that have been made to ensure that fruit quantities meet minimum amounts required by the 9-12 &amp; K-8 meal pattern.</i></p>         |
| <p>4 Observation of the SBP Menu indicated that the daily &amp; weekly fruit offerings did not meet quantity requirements during the review period for K-8 &amp; 9-12 meal patterns. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations</p>  | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Meal pattern requirements for the National School Lunch Program and 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>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide one week of breakfast production records which demonstrate compliance with fruit quantities. 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.</i></p>                    |

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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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| 5 | Daily edit checks are not being conducted using the attendance factor found on CNP Web claims. | Discussed how to complete daily edit checks using ADE's Daily Edit Check worksheet. The Daily Edit Check Worksheet can be found on ADE's website<br><a href="http://www.azed.gov/hns/nslp/forms/">http://www.azed.gov/hns/nslp/forms/</a> .<br>The Step by Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at<br><a href="http://www.azed.gov/hns/nslp/trainingps/online/">http://www.azed.gov/hns/nslp/trainingps/online/</a> . | Please provide a completed daily edit check worksheet for the month of February. Additionally, please provide written assurance that daily edit checks will be conducted appropriately. |
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**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 & 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<br><a href="http://www.azed.gov/hns/nslp/mealpattern/">http://www.azed.gov/hns/nslp/mealpattern/</a> | 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. |
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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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No Findings

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**General Program Compliance: Civil Rights**

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| <p>7 Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. The policy in place does not have procedures in place forwarding discrimination complaints to ADE Office of Civil Rights or FNS Office of Civil Rights</p> | <p>Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., SA, FNSRO, FNS Office of Civil Rights, or USDA Office of Civil Rights). The SFA's procedures must note whether an allegation is made verbally or in person. The SFA staff member receiving the allegation must transcribe the complaint. The SFA's procedures for receiving a complaint cannot prevent a complaint from being accepted. Additionally, the SFA's procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA's complaint process be a prerequisite for accepting a complaint. Additional guidance can be found on ADE's website at:<br/> <a href="http://www.azed.gov/hns/civilrights/">http://www.azed.gov/hns/civilrights/</a>.<br/> The Step by Step Instruction: How to File a Civil Rights Complaint can be found on ADE's website at<br/> <a href="http://www.azed.gov/hns/nslp/trainingps/online/">http://www.azed.gov/hns/nslp/trainingps/online/</a>.</p> | <p><i>Please provide a written description of the updated process and procedures for processing complaints alleging discrimination which meets requirements. Additionally, the certificate of completion of Step by Step Instruction: How to File a Civil Rights Complaint must be submitted.</i></p> |
| <p>8 Documentation to support that program director, Brian McGowan has been trained on civil rights topics has not been maintained.</p>  | <p>Discussed feasible ways to document that program staff have been trained on civil rights topics. An acceptable civil rights power point training material can be found on ADE's website at<br/> <a href="http://www.azed.gov/hns/civilrights/">http://www.azed.gov/hns/civilrights/</a>.</p>  | <p><i>Please provide a training tracking form for Brian McGowan indicating when Civil Rights training will be conducted for SY20.</i></p>   |

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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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| 9  | A recent assessment of the implementation of the LWP must be conducted at least triennially                | 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 <a href="http://www.azed.gov/hns/nslp/lwp/">http://www.azed.gov/hns/nslp/lwp/</a> . Also discussed feasible means for notifying the public of the results of the most recent assessment. | None required at this time. |
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| 10 | The public must be 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 <a href="https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit">https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit</a> .  | None required at this time. |

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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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| 11 | 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 <a href="http://www.azed.gov/hns/nslp/training/">http://www.azed.gov/hns/nslp/training/</a> . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainingps/online/">http://www.azed.gov/hns/nslp/trainingps/online/</a> . | 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. |
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- 12 Professional Standards training hours are not being tracked on an annual basis for Brain McGowan.
- Referred to ADE's Training Tracking forms found on ADE's website at <http://www.azed.gov/hns/nslp/trainings/>.
- Please provide the tracker that will be used to track Professional Standards training hours on an annual basis for the SFA. Additionally, please provide written assurance that Professional Standards training hours will be tracked for all School Nutrition Program staff on an annual basis.*

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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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No Findings

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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:

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Thank you for your participation in the NSLP/SBP Administrative Review! Keep up the great work! I recommend communications between Southwest Education Center & CGUHSD remain consistent to ensure program requirements are being met.

**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?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$71.33
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$548.65

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 8, 2020 to Brandon Estrada at [Brandon.Estrada@azed.gov](mailto:Brandon.Estrada@azed.gov) or 1535 W Jefferson St. Bin #7 Phoenix, Arizona 85007.



5/27/2020

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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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