



Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Daisy Education Corporation dba Sonoran Science Academy Davis Monthan

CTD: 10-85-04

Site: Sonoran Science Academy - Davis Monthan

Contacts: Faith Karatas, Superintendent / Asa Williamson, Director of NSLP

Review Date: January 16, 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

1	The correct conversion factors were not used on one application with more than one income frequency provided. The eligibility did not change so this did not result in fiscal action calculations.	Referred to Income Conversion Required under the Reviewing Applications Based on Income section in USDA's Eligibility Manual for School Meal found on ADE's website at http://www.azed.gov/hns/nslp/programguidance/ under The Eligibility Manual for School Meals. The Step by Step Instruction: How to Process Household Applications can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/ .	<i>Corrections have been made to applications. Please provide written procedures for how and when conversion factors will be utilized and written assurance that the correct conversion factors will be applied to income applications with multiple frequencies. Additionally, the certificate of completion of Step by Step Instruction: How to Process Household Applications must be submitted.</i>
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Performance Standard 1: Meal Counting & Claiming- Critical Area

No Findings

Performance Standard 2: Meal Components & Quantities- Critical Area

2	Observation: During meal service the availability of milk alternative was not prominently displayed and could be interpreted by students as not having a secondary option.	During meal service the availability of milk alternative was not prominently displayed and could be interpreted by students as not have a secondary option.	<i>No Corrective Action Required</i>
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3	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. The Red / Orange subgroup only offered 1 cup during the week of review instead of the required 1.25 cup. This was not determined to be a repeat finding and did not contribute 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 www.azed.gov/hns/nslp/mealpattern . The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/ . 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. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu must be submitted.</i>
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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

Not Applicable

Meal Pattern & Nutritional Quality: Meal Components & Quantities

4	The meat/meat alternate contribution on the week of review production record did not match the creditable amount on the CN label. CN label for Tyson Grilled Chicken states 2.75 oz/eq used and production record for 12/12 Chicken Tacos states 2.0 oz/eq.	Discussed with caterer the importance of updating production records when product distributors and contributions have changed.	<i>Please provide a written description of the changes that have been made to ensure that portion sizes meet minimum amounts required by the meal pattern along with an updated production record reflecting the correction.</i>
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Resource Management

No Findings

General Program Compliance: Civil Rights

5	The font size of USDA's nondiscrimination statement is smaller than the rest of the text on the menu.	Discussed printing requirements for the nondiscrimination statement. Referred to FNS Instruction 113-1 and SNP Guidance Manual.	<i>Please provide a copy of an updated menu which demonstrates compliance. Additionally, please provide written assurance that the font size of the nondiscrimination statement on all notification letters will be no smaller than the text of the document</i>
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General Program Compliance: SFA On-Site Monitoring

Not Applicable

General Program Compliance: Local Wellness Policy

No Findings

General Program Compliance: Competitive Food Services

No Findings

General Program Compliance: Professional Standards

6	The School Nutrition Program Director hired after July 1, 2015 did not complete the required 8 hours of food safety training within 30 days of being hired or within 5 years prior to hire date.	Discussed requirement and feasibility for attending an available certification training within current school year. Food Safety Online Courses can be found on ICN's website at http://www.theicn.org/ResourceOverview.aspx?ID=573 .	<i>Training was received shortly after 30 day requirement. No further action required.</i>
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General Program Compliance: Water

No Findings

General Program Compliance: Food Safety, Storage and Buy American

7	The most recent food safety inspection report was not posted in a publicly visible location.	Discussed making copies of most recent report and feasible places for posting.	<i>This was corrected and brought closer to the Point of Service while on-site. No further action required.</i>
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General Program Compliance: Reporting & Recordkeeping

No Findings

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

No Findings

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

Not Applicable

Comments/Recommendations:

Congratulations! Daisy Education Corporation dba Sonoran Science Academy Davis Monthan has completed the Administrative Review in the 2019-20 school year. Thank you for your cooperation and hospitality during the review process. Please continue to keep up the great work!

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

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by March 10 , 2020 to Walter Jacobson at Walter.Jacobson@azed.gov or 416 West Congress, Tucson, AZ 85701.



2/14/2020

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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