



Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Center for Academic Success, Inc.

CTD: 02-87-50

Site: Center for Academic Success #5

Contacts: Don Derrick, Superintendent & Maritza Lugo-Montana, Food Program Director

Review Date: May 14, 2020

Review Period: March 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			
	No findings.		
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			
	No findings.		

Resource Management		
1	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. Referred to adult meal pricing tool on ADE's website at http://www.azed.gov/hns/nslp/rm/ .

General Program Compliance: Civil Rights		
2	The public/media release provided was not the correct version for schools operating CEP.	Discussed that the media release should only include information applicable to CEP and to delete information and revise the form as needed.
3	Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements: they are handled internally.	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 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. Additional guidance can be found on ADE's website at: http://www.azed.gov/hns/civilrights/ . The Step by Step Instruction: How to File a Civil Rights Complaint can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/ .

General Program Compliance: SFA On-Site Monitoring		
	No findings.	

General Program Compliance: Local Wellness Policy		
4	The recent assessment of the implementation of the LWP did not meet the Final Rule requirements; it did not include a comparison of the LWP to a model policy.	An assessment measuring how the LEA is complying with their LWP and progress made in attaining the goals was completed. However, it was missing how the LEA's LWP compares to the model wellness policy. Discussed using ADE's LWP model policy comparison tool, found at http://www.azed.gov/hns/nslp/lwp/ .

General Program Compliance: Competitive Food Services

No findings.

General Program Compliance: Professional Standards

No findings.

General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

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| 5 | Temperature logs for food are not being maintained. | Temperature logs for other areas were maintained, however, they were missing for food items. Discussed requirements for maintaining food temperature logs and tracking this on the production records or creating a separate temperature log. Temperature logs for food must be maintained for 6 months. Monitoring forms can be found on ADE's website at http://www.azed.gov/hns/nsfp/foodsafety/ . | Please provide a copy of the temperature log that will be used for food as well as written assurance that logs will be kept daily and maintained on-file for 6 months. |
| 6 | The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d): bananas, mandarin oranges. Additionally, documentation justifying a Buy American exception was not filled out completely. | Discussed that the Buy American exception form should be filled out completely and that 1 form per item should be used. Additional information on the requirements of this Buy American provision can be found on ADE's website at http://www.azed.gov/hns/nsfp/forms/ | Please provide a written description of the changes that have been made to ensure the Buy American Exception form is accurately filled out. |

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

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| 7 | Fruit juice portion sizes observed during the review period did not meet minimum amounts required by the Afterschool Snack Program (ASP). | Discussed the meal pattern requirements of the ASP and the requirement that fruits, vegetables, and juice must be 3/4 cup. The ASP meal pattern table can be found on ADE's website at http://www.azed.gov/hns/nsfp/ascsp/ . | Please provide a written description of the changes that have been made to ensure that fruit and vegetable quantities meet minimum amounts required by the ASP meal pattern. |
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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 on completing the Administrative Review! Thank you for your hard work and flexibility during this review process. You are doing a wonderful job implementing the School Nutrition Programs.

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

Please submit corrective action response by June 19, 2020 to Lindsey.Cler@azed.gov.



5/26/20

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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