



Arizona Department of Education Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Child Crisis Arizona

CTD: 07-27-02

Site: Theresa Wing a Satellite Home (07-27-02-003)

Contacts: Stacie Ward, Support Staff Supervisor; Betty Rivers, Food Service Coordinator

Review Date: December 31, 2019

Review Period: November 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
Performance Standard 1: Certification & Benefit Issuance- Critical Area			
1	Eligibility documentation sheet for all children residing in the RCCI is not maintained. Specifically, documentation sheet is not signed by appropriate official and contain the required information.	Referred to Section 3: Special Situations When Determining Eligibility in USDA's Eligibility Manual for School Meals found on ADE's website at http://www.azed.gov/hns/nslp/programguidance/ under The Eligibility Manual for School Meals.	<i>Corrections have been made to eligibility documentation sheet of students. Please provide written assurance that students without certification documentation on file are added to the eligibility documentation sheet signed by an appropriate official and include: child's name, any personal income received by the child, child's date of birth, date of admission, date of release and official's title and contact information.</i>
Performance Standard 1: Meal Counting & Claiming- Critical Area			
2	Breakfast service during the review period did not support that reimbursable meal counts are accurate. This was deemed a systemic error and contributed towards fiscal action calculations. A full recalculation of breakfasts and lunches served for the months of July 2019 - January 2020 was conducted.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Updates to Master List, Excel Spreadsheets and Counting Rosters.	<i>Changes to the procedures of meal counting and claiming have been made and a recalculation was conducted. Fiscal action calculations were disregarded. No further corrective action is required at this time.</i>
3	Lunch service during the review period did not support that reimbursable meal counts are accurate. This was deemed a systemic error and contributed towards fiscal action calculations. A full recalculation of breakfasts and lunches served for the months of July 2019 - January 2020 was conducted.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Updates to Master List, Excel Spreadsheets and Counting Rosters.	<i>Changes to the procedures of meal counting and claiming have been made and a recalculation was conducted. Fiscal action calculations were assessed. No further corrective action is required at this time.</i>

Performance Standard 2: Meal Components & Quantities- Critical Area

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| 4 The following vegetable subgroup was not offered during the review period: Legumes. This was not a repeat finding from cycle two 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/trainingps/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

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| 5 Daily edit checks are not being conducted. | 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 at http://www.azed.gov/hns/nslp/forms/ . The Step by Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/ . | <i>Please provide a completed daily edit check worksheet for the month of May 2020. Please provide written assurance that daily edit checks will be conducted. Additionally, the certificate of completion of Step by Step Instruction: How to Complete Daily Edit Checks must be submitted.</i> |
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Meal Pattern & Nutritional Quality: Offer Versus Serve

No Findings.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

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| 6 | Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast and lunch meal service. | 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/ . | Please provide the sign that will be displayed to students that demonstrates what constitutes a reimbursable meal at breakfast and lunch. Additionally, please provide written assurance that this sign will be displayed for all students to see. |
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Resource Management

No Findings.

General Program Compliance: Civil Rights

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| 7 | The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically, the Child Crisis Arizona Grievance Procedure/Log does not include a nondiscrimination 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. | 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. |
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General Program Compliance: SFA On-Site Monitoring

No Findings.

General Program Compliance: Local Wellness Policy

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| 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. Encouraged to post on Child Crisis Arizona website for public access. | None required at this time. |
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General Program Compliance: Competitive Food Services

No Findings.

General Program Compliance: Professional Standards

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| 9 | 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. Specifically, the School Nutrition Program Director utilized a Full Time Staff Training Tracker Form completing 7 hours and 2 planned hours that did not meet the required 12 hours. | 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/trainings/online/ . | Please provide a School Nutrition Program Director Training Tracker Form with the expected planned dates that 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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| <p>10 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. Specifically, the School Nutrition Program Manager did not submit the School Nutrition Manger training tracker for training hours completed or planned.</p> | <p>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/trainings/online/.</p> | <p><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></p> |
| <p>11 Professional Standards training hours are not being tracked on an annual basis. Specifically, non-school nutrition program staff that assist during meal service with identifying reimbursable meals do not have Professional Standards Training Trackers and no plans to meet required training hours annually.</p> | <p>Referred to ADE's Training Tracking forms found on ADE's website at http://www.azed.gov/hns/nslp/trainings/ps/.</p> | <p><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></p> |
| <p>12 Employees outside of the School Nutrition Program whose responsibilities assist in the operation of the NSLP/SBP have not received applicable training. Specifically, non-school nutrition program staff that assist during meal service with identifying reimbursable meals.</p> | <p>Discussed 4 hour training requirement, employees' job duties and applicable trainings that could be provided and feasible timeline. Trainings for School Nutrition Professionals can be found on ADE's website at http://www.azed.gov/hns/nslp/training/.</p> | <p><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 these employees will receive.</i></p> |

General Program Compliance: Water

No Findings.

General Program Compliance: Food Safety, Storage and Buy American

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| <p>13 The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed site: Broccoli (Guatemala), Blueberry (Peru), Green Onions (Mexico), Cauliflower (Mexico), Mango (Peru). Additionally, documentation justifying a Buy American exception was not maintained/on file.</p> | <p>Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar and FAQ. Funds used from the non-profit food service account must be used to procure food products that comply with the Buy American Provision. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, can be found on ADE's website at http://www.azed.gov/hns/nslp/forms/. Buy American Recorded Webinar and FAQ can be found on ADE's website at http://www.azed.gov/hns/sfp/</p> | <p><i>Please provide a written description of the changes that have been made to procurement or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i></p> |
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General Program Compliance: Reporting & Recordkeeping

14	Although advertising literature was provided for Chicken Nugget (Tyson Foods), Pizza, Cheese (Tony's), Tortilla (Mission Foods) and credited towards meal pattern, required documentation CN label/PFS was not provided to reviewer.	Discussed when processed products are used in Child Nutrition Programs to meet the meal pattern requirement, the product's contributions must be determined. CN Labels and/or Product Formulation Statements provide valuable crediting information; and only these will be accepted as proper crediting documentation. Guidance on Product Formulation Statements and CN Labels can be found on ADE's website under the Processed Product Documentation section found at www.azed.gov/hns/nslp/mealpattern . The CN Labels and Product Formulation Statements Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/snparchivedwebinars/ .	<i>Please provide a CN label and/or Product Formulation Statement for Chicken Nugget (Tyson Foods), Pizza, Cheese (Tony's), Tortilla (Mission Foods). If unable to provide a CN label or PFS, please provide written assurance that the product will no longer be offered/served to students. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be provided.</i>
15	Meal contribution crediting is not accurate. Specifically, Turkey Sausage Patty credits as 0.75 oz eq Meat/Meat Alternate, not 1 oz eq.	Discussed updating Production Records to reflect current products being used.	<i>Please provide an updated Production Record for Turkey Sausage Patty.</i>
16	Meal contribution crediting is not accurate. Specifically, WGR Pancakes credits as 2.25 oz eq Grain, not 2 oz eq.	Discussed updating Production Records to reflect current products being used.	<i>Please provide an updated Production Record for WGR Pancakes.</i>
17	Meal contribution crediting is not accurate. Specifically, WGR Muffin credits as 1.75 oz eq Grain, not 1 oz eq.	Discussed updating Production Records to reflect current products being used.	<i>Please provide an updated Production Record for WGR Muffin.</i>
18	Meal contribution crediting is not accurate. Specifically, WGR Waffles credits as 2 oz eq Grain, not 1 oz eq.	Discussed updating Production Records to reflect current products being used.	<i>Please provide an updated Production Record for WGR Waffles.</i>
19	Production record crediting and recipe crediting are inconsistent. Specifically, the Baked Scramble Egg provides 2 oz eq Meat/Meat Alternate, not 1 oz eq.	Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Referred to the meal pattern webpage - http://www.azed.gov/hns/nslp/mealpattern/ .	<i>Please provide updated recipes and production records with consistent crediting.</i>
20	Production record crediting and recipe crediting are inconsistent. Specifically, different products will be utilized and rotated that provide different ounce equivalents to meet the meal pattern and are not updated to reflect in production records.	Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Referred to the meal pattern webpage - http://www.azed.gov/hns/nslp/mealpattern/ .	<i>Please provide recipes that reflect the specific product utilized and production records with consistent crediting.</i>

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

No Findings.

Other Federal Program Reviews: Afterschool Snack Program

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| 21 The Afterschool Snack Program monitoring review was not conducted within the first four weeks of operation and one additional time during the school year. Specifically, claims begin in August 2019 and on-site monitoring conducted for site was on October 2, 2019. | Discussed ASP monitoring requirements. A sample ASP monitoring form can be found on ADE's website at http://www.azed.gov/hns/nslp/ascsp/ . | <i>Please provide written assurance that the ASP will be monitored once within the first four weeks of operation and one additional time during the school year, and that documentation to support this will be maintained.</i> |
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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 Child Crisis Arizona has completed their Administrative Review for the 2019-2020 School Year. Please ensure to maintain program compliance and continue providing your students access to nutritious meals. Based on your menu documentation provided for the week of review, it appears that you have opted to utilize the flexibility to serve a select number of enriched grain rich items. Please consider switching to serve 100% whole grain-rich items and join your peers who have already signed ADE's Whole Grain Pledge at: <https://www.surveymonkey.com/r/WholeGrainRichPledge>. ADE appreciates your efforts in providing quality meals to Arizona students. Thank you!

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/>.

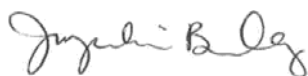
Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at <http://www.azed.gov/hns/nslp/trainingsps/>.

Fiscal Action Assessed?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$451.00
<input type="checkbox"/> No- NSLP	<input checked="" type="checkbox"/> Yes- NSLP	\$1,060.50

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by June 12, 2020 to Joyce Benally at 400 W. Congress St. Bin #33, Tucson, Arizona, 85701 and/or Joyce.Benally@azed.gov.



5/21/2020

Reviewer Signature

Date



5/21/2020

Program Director 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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