



Arizona Department of Education Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Legacy Traditional School - North Chandler

CTD: 07-84-09

Site: Legacy Traditional School - Avondale, Legacy Traditional School – Casa Grande, Legacy Traditional School – East Mesa, Legacy Traditional School - Glendale, Legacy Traditional School - Goodyear, Legacy Traditional School – Laveen Village, Legacy Traditional School – North Chandler, Legacy Traditional School – Phoenix

Contacts: Nicole Kirkley, Superintendent and Brittany Hunt, Food Service Director

Review Date: March 31, 2020

Review Period: February 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			
1	Multiple applications were certified incorrectly or utilized incomplete information. Specifically, One selected homeless student did not have liaison confirmation on-file. Three selected students were certified free with an invalid case number. Three selected students were certified with inconsistent household member names listed and total household members indicated in box 'c'. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications, Reviewing Applications Based on Income, Assessing Completeness of Categorically Eligible Applications, Determining Eligibility for Categorically Eligible Applications sections in USDA's Eligibility Manual for School Meals.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to reduce the amount of errors that occur while determining the eligibility status for each student.</i>
2	Two students in the sample selected did not have supporting direct certification eligibility documentation on file. This contributed toward fiscal action calculations.	Discussed that all free and reduced price applications, including applications from households determined ineligible for benefits, must be kept on file for a minimum of five years after the final claim is submitted for the fiscal year to which they pertain as is required by Arizona law. Also discussed best practices of organization for eligibility documentation.	<i>Corrections have been made to the certification status of these students. Please provide written procedures that will be implemented to ensure that all free and reduced price applications will be kept on file according to USDA's requirements and written assurance that this will occur.</i>
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

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| 3 | The benefit issuance document is not accurate. Specifically, several students were certified Supplemental Nutrition Assistance Program (SNAP) Direct Certification match, however, the benefit issuance document indicates free by Supplemental Nutrition Assistance Program (SNAP) Letter. | Discussed Supplemental Nutrition Assistance Program (SNAP) Direct Certification and Supplemental Nutrition Assistance Program (SNAP) Letter students are reported separately on the Verification Summary Report. | <i>Please provide an updated benefit issuance document showing updates have been made to direct certification students.</i> |
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Meal Access & Reimbursement: Verification

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| 4 | Direct verification procedures were not followed correctly. Specifically, direct verification was conducted on 10/14, however, families were contacted for proof of income on 10/7 and 10/8. | Discussed direct verification must be conducted prior to notifying families. If the student was verified, verification is complete for the household. In this case, do not contact the household to provide income documentation. Referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised July 2017 found on ADE's website at http://www.azed.gov/hns/nslp/program/guidance/ . | <i>Please provide written procedures for conducting direct verification and written assurance that direct verification will be conducted according to the required procedures.</i> |
| 5 | Households selected for verification were not notified adequately. Specifically, the notice did not include a warning that information must be provided by a date specified by the LEA and that failure to do so will result in termination of benefits. | Discussed requirements for notifying households selected for verification and potential timelines. Referred to Notification of Verification Letter found on ADE's website at http://www.azed.gov/hns/nslp/verification/ . Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised July 2017 found on ADE's website at http://www.azed.gov/hns/nslp/program/guidance/ . | <i>Please provide a copy of the updated notification letter. Additionally, provide written assurance that households selected for verification will be notified according to requirements.</i> |

6	Verification procedures were not followed correctly. Specifically, households for whom benefits were to be reduced or terminated were not given 10 calendar days written advance notice to request a hearing.	Discussed an appeal must be filed within the 10 calendar days advance notice period to ensure continued benefits while awaiting a hearing and decision. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised July 2017 found on ADE's website at http://www.azed.gov/hns/nslp/program/guidance/ .	<i>Please provide written assurance that households for whom benefits were to be reduced or terminated will be given 10 calendar days written advance notice to request a hearing. Additionally, provide a copy of the form that will be used for this purpose.</i>
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Meal Access & Reimbursement: Meal Counting & Claiming

7	Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check does not match the attendance factor on the monthly reimbursement 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 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/training/ps/online/ .	<i>Please provide a daily edit check worksheet with the correct attendance factor for: Legacy Traditional School - Avondale, Legacy Traditional School - Casa Grande, Legacy Traditional School - East Mesa, Legacy Traditional School - Glendale, Legacy Traditional School - Goodyear, Legacy Traditional School - Laveen Village, Legacy Traditional School - North Chandler, Legacy Traditional School - Phoenix with the correct attendance factor. Additionally, provide written assurance that daily edit checks will be conducted.</i>
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Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No findings.

Resource Management

8	A system or process to sufficiently separate non-program food costs from program food costs has not been implemented for a la carte items.	Discussed feasible methods for separating costs. Discussed revenue from non-program foods requirements and provided with Non-Program Food Revenue Tool. Additionally referred to Step by Step Instruction: How to Complete the Nonprogram Food Revenue Tool found on ADE's website at https://www.azed.gov/hns/nslp/rm/ .	<i>Please provide a description of the systems that will be developed to separate non-program food costs from program food costs and assurance that those systems will be implemented. Additionally, provide the certificate of completion of Step by Step Instruction: How to Complete the Nonprogram Food Revenue Tool.</i>
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General Program Compliance: Civil Rights

9	The USDA nondiscrimination statement was not printed on summer feeding outreach.	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.	<i>Please provide an updated summer feeding outreach with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i>
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| 10 | The font size of USDA's nondiscrimination statement is smaller than the rest of the text on notification letters. | Discussed printing requirements for the nondiscrimination statement. Referred to FNS Instruction 113-1 and SNP Guidance Manual. | Please provide a copy of an updated notification letter 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. |
| 11 | The public/media release provided to local media, the unemployment office and local employers considering large layoffs did not contain all required sections. | Discussed required sections of the public/media release. Referred to the template release that can be found on ADE's website at http://www.azed.gov/hns/nslp/forms/ | Please provide the public media/release template that will be used for SY20/21. |

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

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| 12 | One full-time School Nutrition Program staff completed .75 hours of training for the current school year and sufficient plans for meeting the requirements have not been developed. | Discussed 6 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/ . | Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that full-time School Nutrition Program staff are registered for. |
| 13 | Full-time School Nutrition Program staff have not met the training requirements. Specifically, full time staff have over 6 hours of training tracked, however, unallowable trainings (How to Plan a Lunch Menu, How to Plan a Breakfast Menu and How to Plan a Supper Menu) were counted towards hours. | Discussed professional standards training hours must be job specific. 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/training/ps/online/ . | Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that full-time School Nutrition Program staff are registered for. Additionally, provide written assurance that all professional standards trainings will be job specific. |

General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

No findings.

General Program Compliance: Reporting & Recordkeeping

14	Recipe # 4002 Beef, Taco Meat is not accurate. Specifically, the recipe calls for 6 bags of beef, however, the instructions indicate 8 bags of beef.	Discussed updating the instructions section of the recipe.	<i>Please provide written assurance that all recipes will be reviewed for accuracy. Additionally, provide an updated recipe for Taco Meat.</i>
15	Recipe # 90061 Beefy Taco Bowl is not accurate. Specifically, the meat/meat alternate credits as 3.5oz/eq, not 3.75oz 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 an updated recipe for Beefy Taco Bowl.</i>
16	Recipe # 90034 Cheese Quesadilla is not accurate. Specifically, the recipe instructions indicate using #10 scoop for 1/2c, however, a #8 scoop is a 1/2c and #10 scoop is 3/8c.	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 an updated recipe for Cheese Quesadilla.</i>
17	Recipe # 90071 Chicken & Waffles is not accurate. Specifically, the recipe indicates 144 servings (3 chicken tenders and 1 waffle), however, the picklist indicates 140 waffles. Additionally, the amount of chicken tender cases used is not consistent with amount of chicken tenders per case.	Discussed contacting Titan School Solutions for assistance in updating the picklist section of the recipe.	<i>Please provide an updated recipe for Chicken & Waffles.</i>
18	Recipe # 20003 Baked BBQ Chips, Recipe # 20004 Baked Regular Chips, Recipe # 20005 Baked Sour Cream & Onion Chips and Recipe # 20006 Kettle Salt & Vinegar Chips are not accurate. Specifically, the recipes indicate 12 servings, however, picklist indicates 13 bags of chips.	Discussed contacting Titan School Solutions for assistance in updating the picklist section of the recipe.	<i>Please provide an updated recipe for: Baked BBQ Chips, Baked Regular Chips, Baked Sour Cream & Onion Chips and Kettle Salt & Vinegar Chips.</i>
19	Recipe # 90036 Hot Dog is not accurate. Specifically, the recipe indicates 200 servings, however, the picklist indicates 60 buns and 203 hot dogs.	Discussed contacting Titan School Solutions for assistance in updating the picklist section of the recipe.	<i>Please provide an updated recipe for Hot Dog</i>
20	Recipe # 40021 Mini Corn Dogs is not accurate. Specifically, the recipe indicates 145 servings (6 mini corn dogs each), however, picklist indicates 866 mini corn dogs. The recipe should indicate 870 mini corn dogs, not 866 mini corn dogs.	Discussed contacting Titan School Solutions for assistance in updating the picklist section of the recipe.	<i>Please provide an updated recipe for Mini Corn Dogs.</i>
21	Recipe # 90051 Homemade Cheese Pizza is not accurate. Specifically, recipe indicates 184 (slice) servings and ingredients indicate 23 (8 slice) crusts, however, picklist indicates 25 (8 slice) crusts.	Discussed contacting Titan School Solutions for assistance in updating the picklist section of the recipe.	<i>Please provide an updated recipe for Homemade Cheese Pizza.</i>

22	Recipe # 90050 Homemade Pepperoni Pizza is not accurate. Specifically, recipe indicates 536 (slice) servings and ingredients indicate 67 (8 slice) crusts, however, picklist indicates 73 (8 slice) crusts.	Discussed contacting Titan School Solutions for assistance in updating the picklist section of the recipe.	<i>Please provide an updated recipe for Homemade Pepperoni Pizza.</i>
23	Recipe # 90020 Sub Sandwich is not accurate. Specifically, the meat/meat alternate credits as 2.5oz/eq, not 3.5oz 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 an updated recipe for Sub Sandwich.</i>
24	Recipe # 90014 Sweet & Sour Rice is not accurate. Specifically, recipe indicates 470 (3/4c cooked) servings, however, the ingredients section indicates using 104 1/2c's of dry rice.	Discussed updating the ingredients section and total servings section of the recipe.	<i>Please provide an updated recipe for Sweet and Sour Rice.</i>
25	Recipe # 90053 Breakfast Burrito is not accurate. Specifically, the ingredients indicates 3 bags of scrambled eggs, however, the instructions and picklist indicate 2 bags of scrambled eggs.	Discussed contacting Titan School Solutions for assistance in updating the picklist section of the recipe.	<i>Please provide an updated recipe for Breakfast Burrito.</i>

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

26	School Breakfast Program outreach does not meet requirements. Specifically, cost and availability were not indicated.	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 (location and days)	<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 written assurance that this will occur.</i>
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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

No findings.

Comments/Recommendations:

Congratulations! Legacy Traditional School - North Chandler has completed the Administrative Review for the 2019-2020 school year. Thank you for your hospitality during the review process. You are doing an outstanding job implementing the NSLP. It is evident that you are working hard to ensure your students are fed healthy meals.

Congratulations! Based on your menu documentation provided for the week of review, you are serving 100% whole grain-rich items! If this extends to your entire menu, please take a moment to sign ADE's Whole Grain Pledge at <https://www.surveymonkey.com/r/WholeGrainRichPledge> and be recognized for providing 100% whole grain-rich items. ADE appreciates your efforts in continuing to provide quality meals to Arizona students.

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	\$0
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$0

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by June 26, 2020 to Jennifer.McDonald@azed.gov or Jennifer McDonald at 1535 W. Jefferson St, Bin #7, Phoenix, AZ 85007.



5/21/2020

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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