



Arizona Department of Education Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Buckeye Union High School District

CTD: 07-05-01

Site: Youngker High School

Contacts: Eric Godfrey, Superintendent; Jeff Simmons, Associate Superintendent of Operations; Hilda Alvarado, Administrative Assistant

Review Date: Exit Conference Date = May 29, 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
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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

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| <p>1 Quantities observed during the review period did not meet the <u>daily</u> minimum amounts required by the lunch meal pattern. During the week of menu review the minimum daily M/MA was not met. Specifically (based on the portion size listed on production records), the deli ham selection, offered daily, only contributed 1.75 M/MA towards the 9-12 meal pattern. Additionally, per the original recipe provided to the reviewer, the pork carnitas selection, offered daily, only contributed 1.75 M/MA to the 9-12 meal pattern. 2 M/MA is needed to meet minimum amounts required by the 9-12 lunch meal pattern.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e. changes in serving utensils, recipes, etc.). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. Meal pattern requirements for the National School Lunch Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern. 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 a written description of the changes that have been made to ensure that M/MA quantities meet minimum amounts required by the 9-12 meal pattern.</i></p> |
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2	Quantities observed during the review period did not meet the <u>weekly</u> minimum amounts required by the 9-12 lunch meal pattern: 8.75 M/MA was offered when 10 M/MA needed to meet minimum weekly amount required by meal pattern.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e. changes in serving utensils, recipes, etc.). Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).	<i>Please provide a written description of the changes that have been made to ensure that M/MA quantities meet weekly minimum amounts required by the 9-12 meal pattern.</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

3	The most recent verification report was not accurate. Seven applications selected for verification were matches in direct verification. In the Verification Summary Report, the SFA reported that only one application was directly verified.	Discussed that verification report must reflect actual verification process and results, discussed specific discrepancies. Discussed attending ADE's Drop-in Workshop: Submitting for Verification. Referred to Step by Step Instruction: How to Submit the Verification Report on CNP Verification 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/programguidance/ .	<i>Please provide a written description of the changes that have been implemented to ensure that the verification report will accurately reflect the verification practices and results that occurred.</i>
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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

No findings.

General Program Compliance: Civil Rights

No findings.

General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

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| 4 | The LWP did not contain goals for nutrition promotion. | Discussed feasible options for nutrition promotion goals that can be written into the LWP. Discussed activity ideas which included offering contests, surveys, promotions and/or taste testing, providing information to families to encourage consumption of healthy foods at home, and displaying nutrition and health posters throughout campus. Team Nutrition Resources can be found at http://teamnutrition.usda.gov . | <i>None required at this time.</i> |
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| 5 | The LWP did not contain policies for food and beverage marketing. | Discussed updating the LWP to include policies that allow marketing and advertising of only those foods and beverages that meet Smart Snacks Standards during the school day. Explained that this requirement applies to exterior vending machines, posters, menu boards, coolers, trash cans and cups used for beverage dispensing. | <i>None required at this time.</i> |

Observation: Due to school closures as a result of COVID-19, the triennial assessment of the implementation of the LWP will not be conducted by June 30, 2020. The public must be notified of the results of the most recent assessment of the implementation of the LWP.

Per COVID-19: Child Nutrition Response #18, Nationwide Waiver of Local School Wellness Policy Triennial Assessments in the National School Lunch and School Breakfast Programs- issued April 23, 2020- requirement for Buckeye UHSD to conduct a triennial assessment of their local wellness policy by June 30, 2020 has been waived.

None required at this time.

Buckeye UHSD will complete their assessment by June 30, 2021.

Discussed requirement to complete an assessment. 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 <http://www.azed.gov/hns/nslp/lwp/>. Also discussed feasible means for notifying the public of the results of the most recent assessment.

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

No findings.

General Program Compliance: Reporting & Recordkeeping

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| 6 | Youngker High School site application in CNPWeb does not indicate that site offers grab-and-go breakfast carts (in addition to breakfast being served in the cafeteria). | Discussed steps required to update site application in CNPWeb to reflect current practices. | <i>Please resubmit a site application indicating that breakfast is served at grab-and-go location in addition to inside the cafeteria.</i> |
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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! Buckeye Union High School District has completed the Administrative Review in the 2019-2020 SY. Thank you for all of your hard work and organization throughout the AR process. It was a pleasure meeting you all during our video exit conference- thank you for working so diligently to assure that your students are receiving nutritious meals. I appreciate your enthusiasm and willingness to learn. Please let me know if you have any questions.

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/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 **July 8, 2020** to Taryn Kunkel at Taryn.Kunkel@azed.gov.



6/12/2020

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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