



Arizona Department of Education Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Gila Crossing Community School

CTD: 07-39-01

Site: Gila Crossing Community School

Contacts: Jim Mosley, Superintendent and David Marks, Principal

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			
	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

1	Although households were notified of free meal benefits at the beginning of the school year per operating the Community Eligibility Program, the Media Release was used and this does not meet all requirements.	Discussed requirement to notify families of program benefits and required content for notification. Provided sample parent letter which can be found on ADE's website at http://www.azed.gov/hns/nsfp/forms/ .	<i>Please provide a copy of the parent letter that will be distributed to households in the beginning of each school year stating all students will receive free meal benefits. Additionally, please provide written assurance that households will be notified of program benefits according to requirements henceforth.</i>
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Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting & Claiming

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| 2 | 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 on ADE's website at http://www.azed.gov/hns/nslp/forms/ . | Please provide a completed daily edit check worksheet for the month of February 2020. Additionally, please provide written assurance that daily edit checks will be conducted. |
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Meal Pattern & Nutritional Quality: Offer Versus Serve

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| 3 | Signage which explains what constitutes a reimbursable meal and includes the requirement to select 1/2 cup fruit or vegetable was not displayed to students at breakfast and lunch. | 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 has been displayed explaining what constitutes a reimbursable meal and includes the requirement to select 1/2 cup fruit or vegetable. Additionally, please provide written assurance that this sign will be displayed for all students to see. |
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Meal Pattern & Nutritional Quality: Meal Components & Quantities

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| 4 | Pre-K students were not co-mingled and the CACFP preschool meal pattern was not being followed. | Referred to SP 01-2018 Updated Infant and Preschool Meal Patterns in the National School Lunch Program and School Breakfast Program; Questions and Answers, which can be found here: https://cms.azed.gov/home/GetDocumentFile?id=59ea67603217e1049c17e2bc | None required at this time. |
| 5 | Meals served to Pre-K students did not meet requirements. Specifically, flavored milk was served to Pre-K students. | Discussed new Pre-K meal pattern and specifically that flavored milk is not allowable. Referred to SP 01-2018 Updated Infant and Preschool Meal Patterns in the National School Lunch Program and School Breakfast Program; Questions and Answers. Resources for the new Pre-k meal pattern can be found at: http://www.azed.gov/hns/cacfp/cacfpmealpattern/ . | None required at this time. |

6	Meals served to Pre-K students did not meet requirements. Specifically, juice was served during more than one meal service for Pre-K students.	Discussed Pre-K meal pattern and specifically that juice cannot be served in more than one meal service. Referred to SP 01-2018 Updated Infant and Preschool Meal Patterns in the National School Lunch Program and School Breakfast Program; Questions and Answers. Resources for the new Pre-k meal pattern can be found at: http://www.azed.gov/hns/cacfp/cacfpmealpattern/ .	<i>None required at this time.</i>
7	Meals served to Pre-K students did not meet requirements. Specifically, cereal exceeded the sugar limit: Trix and Honey Nut Cheerios.	Discussed updated meal pattern requirements for preschool students. Additional information and resources can be found on ADE's website at http://www.azed.gov/hns/cacfp/cacfpmealpattern/ .	<i>None required at this time.</i>
8	Offer vs Serve was implemented with Pre-K students.	Referred to SP 01-2018 Updated Infant and Preschool Meal Patterns in the National School Lunch Program and School Breakfast Program; Questions and Answers, which can be found here: https://cms.azed.gov/home/GetDocumentFile?id=59ea67603217e1049c17e2bc	<i>None required at this time.</i>

Resource Management

No findings.

General Program Compliance: Civil Rights

9	The Civil Rights Compliance form is not being completed every year by December 15 and kept on file. Specifically, the form was completed on March 1, 2020 for the 2019-2020 school year.	Discussed requirement for completing form and how to collect racial/ethnic data from program participants. Showed where form can be found on ADE's website at http://www.azed.gov/hns/civilrights/ . The Step by Step Instruction: How to Complete the Civil Rights Compliance Form can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/ .	<i>Please provide written assurance that the Civil Rights Compliance form will be completed by December 15 each year and kept on file for 5 years. Additionally, please indicate who will be responsible for completing this form.</i>
10	The USDA nondiscrimination statement used on the monthly menu is not the most current USDA 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.	<i>Please provide an updated menu with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i>

General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

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| 11 The Local Wellness Policy (LWP) did not contain goals for nutrition education. | Discussed developing a LWP with goals for nutrition education. Discussed nutrition education activity ideas which included integrating nutrition into health education classes, promoting skill development and integrating nutrition into core subjects. | <i>Please provide a written plan for how the missing elements of the LWP will be included. The plan should include draft language of the element(s) to be added, who will be involved in updating the LWP and the date the update is expected to be completed.</i> |
| 12 The LWP did not contain goals for other school-based activities. | Discussed developing a LWP with goals for other school-based activities. Discussed other school-based activity ideas which included offering staff wellness training to inspire them to serve as role models, sponsoring health fairs and incorporating school gardens and/or the Farm to School Program. | <i>Please provide a written plan for how the missing elements of the LWP will be included. The plan should include draft language of the element(s) to be added, who will be involved in updating the LWP and the date the update is expected to be completed.</i> |
| 13 Potential stakeholders are not made aware of their ability to participate in the development, review, update and implementation of the LWP. | Discussed feasible means of notifying potential stakeholders of their ability to participate, such as emails and flyers to parents and posting information on the school website. | <i>None required at this time.</i> |

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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| 14 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>Please provide written assurance that the most recent food safety inspection report has been posted in a location where the program participants can view it. Additionally, please specify where the report has been posted.</i> |
| 15 Temperature logs for food storage areas are not being maintained. Specifically, temperature logs are not being maintained for the dry storage area and milk cooler. | Discussed requirements for maintaining food storage area temperature logs. Temperature logs for food storage areas must be maintained for 6 months. Monitoring forms can be found on ADE's website at http://www.azed.gov/hns/nsfp/foodsafety/ . | <i>Please provide a copy of the temperature log that will be used for the dry storage area and milk cooler as well as written assurance that logs will be kept daily and maintained on-file for 6 months.</i> |

16	The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) during the week of review: Bountiful Harvest Pineapple (Thailand) and Bountiful Harvest Tropical Fruit Salad (Thailand). Additionally, documentation justifying a Buy American exception was not maintained/on file.	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/nsfp/forms/ .	<i>Please provide a written description of the changes that have been made to procurement and/or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i>
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General Program Compliance: Reporting & Recordkeeping

17	Site application in CNPWeb indicated that SFA is serving breakfast in the classroom (BIC) and breakfast in the cafeteria when the SFA is only serving breakfast in the cafeteria.	Discussed steps required to update site application in CNPWeb to reflect current practice of only serving breakfast in the cafeteria.	<i>Please provide written assurance that the site application in ADE's CNPWeb will accurately reflect current practices.</i>
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General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach

18	Outreach to families regarding the availability of the School Breakfast Program (SBP) was not conducted at the beginning of or during the school year.	Discussed methods of notifying families of the availability of the SBP at the start of and throughout the school year.	<i>Please provide documentation that demonstrates how households will be notified of the availability of the SBP at the beginning of and during the school year. Additionally, please provide a written 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

Not applicable.

Comments/Recommendations:

Congratulations, Gila Crossing Community School has completed the NSLP Administrative Review for the 2019-2020 school year. Thank you for your cooperation during the review process.

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?

☒ No- SBP

☐ Yes- SBP

\$0.00

☒ No- NSLP

☐ Yes- NSLP

\$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 10, 2020 to Kerrie Zigler at Kerrie.Zigler@azed.gov or 1535 W. Jefferson St., Bin #7, Phoenix, AZ 85007.



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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