



Arizona Department of Education Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Marana Unified District

CTD: 10-02-06

Site: Marana High School, Roadrunner Elementary School, Dove Mountain K-8, and Marana Middle School

Contacts: Doug Wilson, Superintendent; Krystal Kalahar, Director of Food Services; Holly Smith, Food Service Specialist

Review Date: Exit Conference Date - May 28, 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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| 1 | Marana High School: Quantities observed during the review period at Marana High School did not meet minimum amounts required by the lunch meal pattern. On one day during the week of menu review the minimum daily oz. eq. grain was not met. Specifically, the following entree only contributed 1.5 oz. eq. grain towards the 9-12 meal pattern when 2 oz. eq. needed to meet minimum daily requirement: chicken potato bowl. This was not a repeat finding and did not contribute towards fiscal action calculations. | 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). | <i>Please provide a written description of the changes that have been made to ensure that grain quantities meet <u>daily</u> minimum amounts required by the 9-12 meal pattern.</i> |
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| <p>2 <u>Marana High School:</u> Quantities observed at Marana High School during the review period did not meet minimum amounts required by the 9-12 lunch meal pattern. Specifically, <u>weekly</u> minimum grain requirements were not met during week of menu review- 9.5 oz. eq. grain was offered when 10 oz. eq. grain needed to meet minimum weekly grain requirement. This was not a repeat finding and did contribute towards fiscal action calculations.</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.). 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 grain quantities meet <u>weekly</u> minimum amounts required by the 9-12 meal pattern.</i></p> |
| <p>3 <u>Dove Mountain K-8 (Elementary Menu) & Roadrunner Elementary School:</u> Quantities observed during the review period did not meet minimum amounts required by the lunch meal pattern: specifically, the <u>weekly</u> minimum oz. eq. M/MA not met . A PB&J Snacker is offered daily, crediting as 1 M/MA. Over the course of the week, only 5 M/MA was offered to students when 9 M/MA needed to meet weekly minimum amount required by the K-8 lunch meal pattern. This was not a repeat finding and did contribute towards fiscal action calculations.</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 sizes, 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).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that <u>weekly</u> M/MA quantities meet minimum amounts required by the meal pattern.</i></p> |
| <p>4 <u>Dove Mountain K-8 (Elementary Menu) & Roadrunner Elementary School:</u> Quantities observed during the review period did not meet minimum amounts required by the lunch meal pattern: specifically, the <u>weekly</u> oz. eq. grain not met. The PB&J Snacker entree is offered daily, crediting as 1 oz. eq. grain. Over the course of the week, only 5 oz. eq. grain was offered to students when 8 oz. eq. grain needed to meet weekly minimum amount required by the K-8 lunch meal pattern. This was not a repeat finding and did contribute towards fiscal action calculations.</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 sizes, 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).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that <u>weekly</u> grain quantities meet minimum amounts required by the meal pattern.</i></p> |

Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

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| <p>5 Sponsor Application in CNPWeb indicated that SFA is using the notification letter provided by ADE when the SFA is using a custom notification letter.</p> | <p>Discussed steps required to update Sponsor Application in CNPWeb to reflect current practice of utilizing a custom notification letter.</p> | <p><i>Please resubmit a Sponsor Application indicating that a custom notification letter is being used. Additionally, please provide written assurance that the Sponsor Application in ADE's CNPWeb will accurately reflect current practices.</i></p> |
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Meal Access & Reimbursement: Verification

6	Direct Verification procedures were not followed correctly. Specifically, Direct Verification was conducted for the SFA's entire enrollment (instead of solely the students selected for verification).	Discussed that only students selected for verification are allowed to be run through Direct Verification. Discussed how to conduct direct verification in ADEConnect CNP Direct Certification/Direct Verification. Referred to Step by Step Instruction: How to Conduct Direct 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 written procedures for conducting Direct Verification and written assurance that Direct Verification will be conducted according to the required procedures.</i>
7	Although verification notification letter provides families with a phone number they can call, the SFA has not included an explanation indicating that families can reverse charges if any household in the LEA is outside the local calling area.	Discussed the LEA may establish a toll-free number or allow the household to reverse the charges if any household in the LEA are outside of the local calling area. 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 copy of the updated verification notification letter.</i>

Meal Access & Reimbursement: Meal Counting & Claiming

No findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

8	Pre-K students are not co-mingled at Roadrunner Elementary School and Dove Mountain K-8 and reviewer could not determine if the CACFP preschool meal pattern was met: specifically, production records are not maintained/kept on file for meals served to Pre-K students during breakfast and lunch meal services.	Discussed record keeping requirements and timeframe of 5 years. 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>
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Resource Management

No findings.

General Program Compliance: Civil Rights

9	The public/media release was not provided to local media, the unemployment office and local employers considering large layoffs.	Discussed requirements and timeframe for public/media release, and best options locally for submitting the release to. Showed where template release can be found on ADE's website at http://www.azed.gov/hns/nslp/forms/ . Discussed who would be responsible for doing this.	<i>Please provide written procedures for distributing the public/media release and written assurance that the public/media release will be submitted to the local media, the unemployment office and local employers considering large layoffs prior to the start of each school year.</i>
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General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

Due to school closures as a result of COVID-19, Marana UD is unable to complete a triennial assessment of their local wellness policy by June 30, 2020. 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 Marana UD to conduct a triennial assessment of their local wellness policy by June 30, 2020 has been waived.

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

No findings.

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

No findings.

Other Federal Program Reviews: Afterschool Snack Program

10	The Afterschool Snack Program monitoring review was not conducted within the first four weeks of operation and one additional time during the school year at Dove Mountain K-8.	Discussed ASP monitoring requirements. A sample ASP monitoring form can be found on ADE's website at http://www.azed.gov/hns/nslp/ascp/ .	<i>Please provide a written description of the changes that have been made to ensure 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

11	The At-Risk Afterschool Meals Site Review for Snacks was not conducted during the 2019/2020 school year.	Discussed At-Risk monitoring requirements. A sample At-Risk Afterschool Meals Site Review monitoring form can be found on ADE's website at: https://www.azed.gov/hns/atriskafterschoolmealsforsfa/ .	<i>Please provide a written description of the changes that have been made to ensure that the At-Risk Afterschool Meals Site Review will be completed by February 1st each year.</i>
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Comments/Recommendations:

Congratulations! Marana Unified 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.

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. 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?

☒ No- SBP ☐ Yes- SBP \$0
☒ No- NSLP ☐ Yes- NSLP \$0

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **July 15, 2020** to Taryn Kunkel at Taryn.Kunkel@azed.gov.



6/10/2020

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>

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