



**Arizona Department of Education**  
**Health and Nutrition Services Division**

**Administrative Review Summary Report**

School Food Authority Name: Maine Consolidated School District

CTD: 03-03-10

Site: Maine Consolidated School

Contacts: Phyllis Fielder, Food Director & Mark Williams, Superintendent

Exit Date: May 27, 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**

1	The following vegetable subgroup was not offered in the required quantity during the review period: Beans/peas. Only 1/4 cup was served during the week instead of the required 1/2 cup.	Discussed vegetable subgroup requirements and planning for a 4 day week. Vegetable Subgroup Quick Guide can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern">www.azed.gov/hns/nslp/mealpattern</a> . Please note that repeated violations involving vegetable sub-groups may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).	<i>Since your school is no longer operating, please provide a written description of how you will meet all vegetable subgroups in their required quantities next school year.</i>
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**Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area**

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance		
2	Households that have been denied benefits are not notified via an appropriate method. Notification letters are sent home with students rather than sent to the adult who signed the application.	Discussed that households with children who are denied benefits must be provided with written notification either via mail or email, but it must go to the adult who signed the application. Referred to Section 3: Processing Applications of the Eligibility Manual - <a href="https://cms.azed.gov/home/GetDocumentFile?id=595e4a163217e115acbc32bd">https://cms.azed.gov/home/GetDocumentFile?id=595e4a163217e115acbc32bd</a> .  <i>Please provide a written description of how adults will be notified if the students are denied benefits.</i>
Meal Access & Reimbursement: Verification		
No findings.		
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		
3	Meals served to teachers, administrators, custodians, and other adults were priced incorrectly and were not sufficient to cover the overall cost of the meal.	Discussed ways to determine adult meal prices which included the paid meal price plus the amount of reimbursement received for a paid meal plus the per meal value of entitlement and bonus commodities for pricing programs. Referred to adult meal pricing tool on ADE's resource management webpage - <a href="https://www.azed.gov/hns/nslp/rm/">https://www.azed.gov/hns/nslp/rm/</a> .  <i>Please provide a written description of the plan to determine adult meal prices for next school year.</i>
General Program Compliance: Civil Rights		
No findings.		
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		
No findings.		

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**General Program Compliance: Water**

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No findings.

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**General Program Compliance: Food Safety, Storage and Buy American**

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No findings.

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**General Program Compliance: Reporting & Recordkeeping**

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| 4 | Milk is not tracked properly by the type of milk planned and leftover on production records during breakfast and lunch, they were combined. | Discussed that the two milk types should not be combined and should be tracked separately by their appropriate numbers. | <i>Since your school is no longer operating, please provide written assurance that milk will be properly recorded on production records when school resumes.</i> |
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**General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach**

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| 5 | Although monthly menus are provided for breakfast, the SFA is not providing reminders throughout the school year about the availability of the SBP. | Discussed requirement to notify families of the availability of the SBP at the start of and throughout the school year. Additionally, discussed SBP reminders must include: serving times, SBP cost and availability. | <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**

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| 6 | Production records do not support that the Afterschool Snack Program (ASP) meal pattern was met when the applesauce, apple, and raisins were served. Only 1/2 cup of fruit was served instead of the required 3/4 cup.  | Discussed the meal pattern requirements of the ASP and that the serving size should be increased or two fruits could be served. The ASP meal pattern table can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/ascsp/">http://www.azed.gov/hns/nslp/ascsp/</a> .  | <i>Since your school is no longer operating, please provide written assurance that the ASP meal pattern will be adhered when school resumes.</i>   |
| 7 | Production records and other documentation for 3/2, 3/3, 3/4, and 3/5 do not support that all snacks counted for reimbursement contained two allowable components. This contributed towards fiscal action calculations. | Water was served in place of milk for 10 of the snacks offered. Discussed the meal pattern requirements of the ASP and the requirement that a snack must contain two allowable components if it is to be claimed for reimbursement. Discussed that water could still be offered as a bonus item. The ASP meal pattern table can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/ascsp/">http://www.azed.gov/hns/nslp/ascsp/</a> . | <i>Since your school is no longer operating, please provide written assurance that the ASP meal pattern will be adhered to when school resumes and that all snacks claimed for reimbursement will contain at least 2 allowable components.</i> |
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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2020 if applicable.

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**Other Federal Program Reviews: Fresh Fruit & Vegetable Program**

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No findings.

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**Other Federal Program Reviews: Special Milk Program**

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No findings.

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**Other Federal Program Reviews: At-Risk Afterschool Meals**

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No findings.

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**Comments/Recommendations:**

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Congratulations on completing the Administrative Review! Thank you for your hard work and flexibility during this review process. You are doing a wonderful job implementing the School Nutrition Programs.

**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

☒ No- NSLP

☐ Yes- NSLP

\$9.40

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 17, 2020 to [Lindsey.Cler@azed.gov](mailto:Lindsey.Cler@azed.gov).



6/19/2020

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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