



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

**Administrative Review Summary Report**

School Food Authority Name: Intermountain Centers for Human Development

CTD: 10-21-42

Site: Intermountain Academy

Contacts: Kyle Lininger, Divisional Director; Kathleen Crotwell, Office Coordinator

Review Date: January 29, 2020

Review Period: December 2019

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**

No findings.

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

No findings.

**Meal Access & Reimbursement: Certification & Benefit Issuance**

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| 1 | The benefit issuance document is not being updated in a timely manner to reflect changes in eligibility, new students or withdrawn students. Specifically, one student is listed twice with two different eligibilities. | Discussed potential changes that can be made to system to ensure that updates are made in a timely manner. The Step by Step Instruction: How to Create a Benefit Issuance Document (BID) can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainingps/online/">http://www.azed.gov/hns/nslp/trainingps/online/</a> . | Please provide a benefit issuance document that demonstrates timely updates, such as changes in eligibility, new students or withdrawn students. Additionally, please provide written assurance that moving forward, all updates will occur in a timely manner. Additionally, please provide the certificate of completion for Step by Step Instruction: How to Create a Benefit Issuance Document (BID) must be submitted. |
| 2 | The benefit issuance document does not contain all required sections: the date eligibility status changes were made.   | Referred to Step by Step Instruction: How to Create a Benefit Issuance Document (BID) on ADE's website found at <a href="http://www.azed.gov/hns/nslp/trainingps/">http://www.azed.gov/hns/nslp/trainingps/</a> .   | Please provide a complete benefit issuance document that contains all required sections. Additionally, please provide the certificate of completion for Step by Step Instruction: How to Create a Benefit Issuance Document (BID) must be submitted.  |

**Meal Access & Reimbursement: Verification**

No findings.

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**Meal Access & Reimbursement: Meal Counting & Claiming**

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No findings.

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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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| 3 | OVS was not implemented properly. Specifically, at both SBP and NSLP, school staff are unclear which items are paired together when not indicated on the production record. | Provided technical assistance on proper implementation of OVS and discussed with kitchen and point of service staff. Provided TA to clarify with the menu planner what items are required for a reimbursable meal. Reviewer provided recommendations to indicate paired items on production record and/or menu for better clarity. Reviewed menu and discussed options for a reimbursable meal under OVS. USDA's Offer Versus Serve Manual, Effective beginning School Year 2015-2016 can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/programguidance/">http://www.azed.gov/hns/nslp/programguidance/</a> . | <i>Please provide a written description demonstrating how OVS will be implemented properly. Additionally, please provide written assurance that moving forward, OVS will be implemented properly.</i> |
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**Meal Pattern & Nutritional Quality: Meal Components & Quantities**

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No findings.

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**Resource Management**

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| 4 | For school year 2018-2019, a year-end review of total revenues and expenditures indicated that expenses were in excess of revenues. SFA stated that the deficit is covered by tuition and donations to cover excess meal costs. | Discussed the requirement that non-federal funds make up any deficit within the food service account. | <i>Please provide written assurance that all expenses of the non-profit school food service account will be limited to those costs which are necessary, reasonable, and allocable. Additionally, SFA is required to provide documentation which reflects that the year end deficit within the food service account was covered by non-federal funds. SFA does not have access to this information as their organization is shut down due to the COVID19 pandemic school closure. SFA will provide this documentation once they have reopened and/or have access to files.</i> |
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**General Program Compliance: Civil Rights**

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No findings.

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**General Program Compliance: SFA On-Site Monitoring**

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No findings.

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**General Program Compliance: Local Wellness Policy**

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| 5 | A recent assessment of the implementation of the LWP has not been conducted nor have plans been developed to complete the assessment.             | Discussed requirement to complete an assessment once every three years, at a minimum. 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. SFA will use the ADE assessment tool. Sample evaluation tools can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/lwp/">http://www.azed.gov/hns/nslp/lwp/</a> . Also discussed feasible means for notifying the public of the results of the most recent assessment. | None required at this time. |
| 6 | The public was not notified of the results of the most recent assessment of the implementation of the LWP because an assessment has not occurred. | Discussed requirement to make the most recent assessment available to the public once it has been conducted. Also discussed feasible means for notifying the public of the results of the most recent assessment on the implementation of the LWP. SFA will post results on district website. The USDA's Local Wellness Policy Outreach Toolkit can be found at <a href="https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit">https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit</a> .  | None required at this time. |
| 7 | The review and update of the LWP, as specified in the policy itself, is not occurring nor is documentation being kept on file to support this.    | Discussed why the review and update is not occurring and what can be done to ensure this occurs as specified in the LWP. Discussed maintaining records to document compliance.   | None required at this time. |

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**General Program Compliance: Competitive Food Services**

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No findings.

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**General Program Compliance: Professional Standards**

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| 8 | The School Nutrition Program Director did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed. Specifically, the food service director completed 5 of the 12 hours of required training. | Discussed 12 hour requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training/">http://www.azed.gov/hns/nslp/training/</a> . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainingps/online/">http://www.azed.gov/hns/nslp/trainingps/online/</a> . | Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that the School Nutrition Program Director is registered for. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided. |
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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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| 9 | Temperature logs for food storage areas are not being maintained. Specifically, the site is not monitoring the milk cooler used for overnight storage. | Discussed requirements for maintaining food storage area temperature logs, sample templates, and who would be responsible. Temperature logs for food storage areas must be maintained for 6 months. Monitoring forms can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/foodsafety/">http://www.azed.gov/hns/nslp/foodsafety/</a> . | Please provide a copy of the temperature log that will be used for food storage areas as well as written assurance that logs will be kept daily and maintained on-file for 6 months. |
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**General Program Compliance: Reporting & Recordkeeping**

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| 10 | Production records for breakfast and lunch provided did not contain all required sections: Specifically, production records used/leftover section is not completed adequately. | Discussed required sections of production records. Parts of a Production Record Guidance can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern/">http://www.azed.gov/hns/nslp/mealpattern/</a> . Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainings/snparchivedwebinars/">http://www.azed.gov/hns/nslp/trainings/snparchivedwebinars/</a> . | Please provide copies of completed breakfast and lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years. Additionally, the certificate of completion of Production Record Overview must be provided. |
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**General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach**

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No findings.

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**Other Federal Program Reviews: Afterschool Snack Program**

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Not applicable.

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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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Not applicable.

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

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Not applicable.

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

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Not applicable.

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**Comments/Recommendations:**

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Congratulations! Intermountain Centers for Human Development has completed the Administrative Review in the 2019-2020 SY. Thank you for your hospitality during my visit and all of your hard work and organization throughout the AR process. It was a pleasure meeting you all- 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/>.

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**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?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$0.00
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 24, 2020 to [Sandy.Fitzner@azed.gov](mailto:Sandy.Fitzner@azed.gov).



24-Jun-20

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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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