



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

**Administrative Review Summary Report**

School Food Authority Name: Omega Alpha Academy

CTD: 02-87-51

Site: Omega Alpha Academy School

Contacts: Jose Frisby, Executive Director & Victor Frisby, Food Director

Review Date: June 15, 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**

No findings.

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

No findings.

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

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| 1 An individual separate from the application approval process has not been designated as the hearing official. | Referred to Hearing Procedure section in USDA's Eligibility Manual for School Meals. Discussed school official who could be designated. | <i>Please provide the name and title of the individual designated as the hearing official. Additionally, please provide documentation to demonstrate where households are notified of the hearing official.</i> |
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**Meal Access & Reimbursement: Verification**

No findings.

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

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| 2 | Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check does not match the attendance factor on the monthly reimbursement claims. | Discussed how to complete daily edit checks using ADE's Daily Edit Check worksheet. The Step by Step Instruction: How to Complete Daily Edit Checks 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> . | Since your school is no longer operating, please provide written assurance that daily edit checks will be conducted with the correct attendance factor. |
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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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| 3 | OVS was not implemented for 9-12th grades during lunch. | Provided technical assistance on proper implementation of OVS and discussed training options for staff. Referred to 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> . | Please provide a written description demonstrating how OVS will be implemented next school year. Additionally, please provide written assurance that moving forward, OVS will be implemented for 9-12th grades during lunch. |
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**Meal Pattern & Nutritional Quality: Meal Components & Quantities**

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| 4 | OVS and serve only signage are posted, but OVS is not being operated | Discussed that OVS does need to be operated for 9-12th graded at lunch. Discussed that the signage will need to be clearly marked for the corresponding grade levels. | Please provide a written description of how the signage will be designated for the appropriate grade levels. |
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**Resource Management**

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No findings.

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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 Local Wellness Policy (LWP) has not been developed. | Discussed requirements of the LWP and how required stakeholders will be invited to participate in the process. Referred to resources and templates on ADE's LWP webpage at <a href="http://www.azed.gov/hns/nslp/lwp">http://www.azed.gov/hns/nslp/lwp</a> . Alliance for a Healthier Generation resources and a Model Local Wellness Policy can be found at <a href="https://www.healthiergeneration.org/take_action/schools/wellness_committees_policies/">https://www.healthiergeneration.org/take_action/schools/wellness_committees_policies/</a> . Also 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. | Please provide a written plan for development of a Local Wellness Policy. This plan must include who will be designated as the oversight official, who will be invited to participate in the development process and the date by which the policy is expected to be completely developed and adopted. Or please provide a draft of your LWP. |
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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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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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| 6 | The serving size for mixed fruit was incorrect on the production records: serving size should indicate 1 cup instead of 1 each. | Discussed how to document serving size when mixed fruit is served during meal service. The Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainingps/snparchivedwebinars/">http://www.azed.gov/hns/nslp/trainingps/snparchivedwebinars/</a> . | Since your school is no longer operating, please provide written assurance that the correct serving size will be documented when mixed fruit is served. |
| 7 | Fruit was not included on the production record for 2 days during breakfast when served with juice.                             | Discussed the importance that all items served need to be documented on production records.  | Since your school is no longer operating, please provide written assurance that all items served will be documented on the production records.          |

8	The milk type is not accurately recorded on production records for breakfast and lunch.	Fat free chocolate milk is listed twice each day when 1% white milk should've been listed in place of 1 of them. Discussed ensuring that production records are accurate and making notes if they are printed incorrectly.	<i>Since your school is no longer operating, please provide written assurance that the milk type listed on the production records will accurately reflect what's being served.</i>
9	Milk is not tracked properly by the type of milk leftover on production records during breakfast and lunch, they were combined.	Discussed that the 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 leftover milk will be properly recorded.</i>
10	The Site application in CNPWeb indicated that SFA is operating OVS at lunch when the SFA is operating serve only.	While the SFA should've been operating OVS for the 9-12th grades, they were operating as serve only so the application did not reflect current practices. Discussed that the CNP Web applications needs to reflect current practices in the school.	<i>Since your school is no longer operating, please provide written assurance that the sponsor 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**

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11	Households were not notified of the availability of the SFSP prior to the end of the school year.	Discussed requirement to notify families of the availability of the SFSP prior to the end of the school year, even when the school is not operating SFSP. Summer feeding locations can be found at <a href="http://www.eatwellbewell.org/">http://www.eatwellbewell.org/</a> .	<i>Please provide a description of how households will be notified of the availability of the SFSP prior to the end of 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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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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12	Documentation was not provided for the FFVP portion of the review.	The FFVP specialist requested information to complete the FFVP portion of the review, but the SFA never submitted this documentation. The following documentation will be required as part of corrective action: 1. Documentation to validate the October 2019 FY20 FFVP Reimbursement Request (RR). The type of documentation required will depend on the object codes used in the RR. Documentation may include receipts, invoices, pay-stubs, labor logs, Buy American Exception Documentation, etc. 2. FFVP Service Calendar for February 2020 - this must include all dates FFVP was served and the type of the produce items served as well as indication of when nutrition education was provided. 3. Nutrition Education Materials/Resources used for one FFVP nutrition education lesson provided in the month of February 2020. 4. Meal Service Accommodation Policy for students with disabilities.	<i>Please provide all requested information to complete the FFVP review.</i>
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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 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

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



6/26/2020

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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