



Arizona Department of Education Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: A New Leaf

CTD: 07-21-22

Site: Larry Simmons Residence

Contacts: Kirby Hurlbut, Director of Residential Programs; Michael Hughes, CEO

Review Date: December 30, 2019

Review Period: November 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
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	On the day of review, the milk component was not available during the NSLP meal service for Larry Simmons Residence, Alice Peterson Residence and D Mitchell RES. This contributed toward fiscal action calculations and termination of performance-based reimbursement (extra 7 cents) until sufficient corrective action is received.	Discussed component requirement and feasible options for compliance. Allowable milk varieties are fat-free unflavored, fat-free flavored, 1% unflavored and 1% flavored. Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).	<i>Please provide one week of lunch production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at lunch.</i>
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| <p>2 Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically, the daily 2 oz. eq. grain requirement for NSLP was not met. No crediting documentation was provided for the chicken tamale and 1/2 cup rice contributed 1 oz. eq. grain. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 7 cents) until sufficient corrective action is received.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (maintaining sufficient documentation to support crediting). 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. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/.</p> | <p><i>Please provide a CN label and/or Product Formulation Statement for chicken tamales. Please provide a written description of the changes that have been made to ensure that grain component quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu.</i></p> |
| <p>3 Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically, the daily 2 oz. eq. meat/meat alternate requirement for NSLP was not met. No crediting documentation was provided for the chicken tamale and 1/2 cup beans contributed 1 oz. eq. meat/meat alternate. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 7 cents) until sufficient corrective action is received.</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. sufficient documentation to support crediting, 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. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/.</p> | <p><i>Please provide a CN label and/or Product Formulation Statement for chicken tamales. Please provide a written description of the changes that have been made to ensure that meat/ meat alternate component quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu.</i></p> |

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| <p>4 Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically, the daily 1 cup fruit requirement for SBP was not met. Students were allowed to take 1/2 cup apple only. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 7 cents) until sufficient corrective action is received.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (maintaining sufficient documentation to support crediting). 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 School Breakfast Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that grain component quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Breakfast Menu.</i></p> |
| <p>5 Quantities observed during the week of review did not meet minimum amounts required by the meal pattern. Specifically, the daily 2 oz. eq. meat/meat alternate requirement for NSLP was not met on November 4- tuna salad sandwich, November 7- hamburger, November 8- chicken tacos, November 9- beef and bean burrito and November 10- grilled chicken sandwich. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 7 cents) until sufficient corrective action is received.</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. sufficient documentation to support crediting, 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. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/.</p> | <p><i>Please provide CN labels and/or Product Formulation Statements for hamburger patty, chicken tacos, beef burrito, and grilled chicken patty. Please provide a written description of the changes that have been made to ensure that meat/ meat alternate component quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu.</i></p> |

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| <p>6 Quantities observed during the week of review did not meet minimum amounts required by the meal pattern. Specifically, the daily 2 oz. eq. grain for NSLP was not met on November 5- chicken tamales. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 7 cents) until sufficient corrective action is received.</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. sufficient documentation to support crediting, 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. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/.</p> | <p><i>Please provide a CN label and/or Product Formulation Statement for chicken tamales. Please provide a written description of the changes that have been made to ensure that grain component quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu.</i></p> |
| <p>7 Quantities observed during the week of review did not meet minimum amounts required by the meal pattern. Specifically, the daily 1 cup vegetable requirement for NSLP was not met on November 9. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 7 cents) until sufficient corrective action is received.</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. sufficient documentation to support crediting, 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. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that vegetable component quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu.</i></p> |

- 8 The following products could not be credited towards the meal pattern during the week of review due to insufficient documentation: tuna salad, chicken tamales, hamburger, chicken tacos, beef burrito, grilled chicken sandwich, brown Spanish rice, sweet potato tots, scrambled eggs, smoked kielbasa sausage, scrambled eggs, scrambled eggs- lactose free, ham and cheese breakfast sandwich.
- Without sufficient documentation, the reviewer was unable to determine if the quantity requirements were met. This was determined to be a repeat finding from cycle two and contributed towards fiscal action calculations and resulted in termination of performance-based reimbursement (extra 7 cents) until sufficient corrective action is received.
- Discussed requirements regarding processed product documentation and provided examples. Guidance on Product Formulation Statements and CN Labels can be found on ADE's website under the *Processed Product Documentation* section found at www.azed.gov/hns/nslp/mealpattern. USDA Food Fact Sheets can be found on USDA's website at www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets. The CN Labels and Product Formulation Statements Recorded Webinar & Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/trainingps/snparchivedwebinars/>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).
- Please provide a CN label and/or Product Formulation Statement for tuna salad, chicken tamales, hamburger, chicken tacos, beef burrito, grilled chicken sandwich, brown Spanish rice, sweet potato tots, scrambled eggs, smoked kielbasa sausage, scrambled eggs, scrambled eggs- lactose free, ham and cheese breakfast sandwich. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be submitted.*
- 9 The changes made to the planned menu during the review period were not acceptable substitutions. Specifically, Sweet Potatoes were substituted for Potato Wedges and resulted in minimum weekly requirement for vegetable subgroup: Starchy to not be met. This resulted in repeat findings for vegetable subgroups from cycle two and contributed toward fiscal action calculations and termination of performance-based reimbursement (extra 7 cents).
- Discussed acceptable changes to the menu, importance of ensuring substitutions still allow the meal pattern requirements to be met. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <http://www.azed.gov/hns/nslp/trainingps/online/>. Please note that repeated violations involving vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).
- Please provide a written description of the changes that have been implemented to ensure that any changes made to the planned menu will meet meal pattern requirements. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu.*
- 10 Recipes were not provided for the following menu items: scrambled eggs, scrambled eggs-dairy free, Spanish rice, tuna salad, chicken tacos, beef burrito, grilled chicken breast sandwich, and ham & cheese breakfast sandwich.
- Discussed all menu items that contain more than 1 ingredient must have a standardized recipe. Standardized recipes must include the following information: recipe name, recipe number, ingredients and amounts, serving size, recipe yield, preparation instructions, HACCP process, and HACCP instructions. Examples of standardized recipes can be found on ADE's website at <http://www.azed.gov/hns/nslp/mealpattern/>.
- Please provide an updated recipe for scrambled eggs, scrambled eggs-dairy free, Spanish rice, tuna salad, chicken tacos, beef burrito, grilled chicken breast sandwich, and ham & cheese breakfast sandwich. Additionally, please provide written assurance that all menu items which contain more than 1 ingredient will have a standardized recipe.*

11	Milk substitutions did not meet requirements. Specifically, on the day of review during breakfast service, applesauce was substituted for milk. This was not an allowable substitution, resulted in a missing component and contributed towards fiscal action calculations.	Provided nutrient requirements for milk substitutes and discussed options for meal service. Q&As - Milk Substitution for Children with Medical or Special Dietary Needs (Non-Disability) can be found on FNS website at www.fns.usda.gov/qas-milk-substitution-children-medical-or-special-dietary-needs-non-disability .	<i>If planning to continue offering a fluid milk substitute, please provide a copy of the nutrition facts label of the product that will be used that meets the nutrition requirements. If a fluid milk substitute will no longer be offered, please provide a written description of procedures that will be implemented to ensure only complete meals will be counted for reimbursement.</i>
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Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

No findings.

Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting & Claiming

12	The Free and Reduced-Price Policy Statement Addendum- RCCI without Day Students provided does not align with current practices and procedures observed on-site. Specifically, the School Breakfast Program participation is not indicated and Larry Simmons Residence is not listed as a site within A New Leaf.	Referred them to FRPPs Addendum- RCCI without Day Students template found on ADE's website at http://www.azed.gov/hns/nsfp/forms/ .	<i>Please provide an updated and signed Free and Reduced-Price Policy Statement Addendum- RCCI without Day Students which includes Larry Simmons Residence and School Breakfast Program participation . Additionally, please provide written assurance that moving forward, the Free and Reduced Price Policy Statement will reflect current practices.</i>
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Meal Pattern & Nutritional Quality: Offer Versus Serve

13	OVS was not implemented properly. Specifically on the day of review during breakfast meal service, students were not given the option to take one cup serving of fruit and were only allowed 1/2 cup apple.	Provided technical assistance on proper implementation of OVS and discussed with kitchen and point of service staff. 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 http://www.azed.gov/hns/nsfp/programguidance/ .	<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>
14	Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast and lunch.	Discussed feasible options for signage and potential content, plan for creating and posting. Reviewer suggested signs in appropriate language translation be provided. Printable POS Signage can be found on ADE's website at http://www.azed.gov/hns/nsfp/mealpattern/ .	<i>Please provide the sign that will be displayed to students that demonstrates what constitutes a reimbursable meal at breakfast and lunch. Additionally, please provide written assurance that this sign will be displayed for all students to see.</i>

15	Documentation does not support all staff who have duties that include point of service have completed Offer Versus Serve training.	Discussed requirement to conduct annual training on OVS. USDA's Offer Versus Serve Manual, Effective beginning School Year 2015-2016 can be found on ADE's website at http://www.azed.gov/hns/nslp/programguidance/ .	<i>Please provide a written description demonstrating how OVS training will be implemented. Additionally, please provide written assurance that moving forward, OVS training requirements will be implemented properly.</i>
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Meal Pattern & Nutritional Quality: Meal Components & Quantities

No findings.

Resource Management

No findings.

General Program Compliance: Civil Rights

16	Procedures for receiving and processing complaints alleging discrimination within the school meal programs are not in place.	Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., ADE, Food & Nutrition Services Southwest Regional Office, FNS Office of Civil Rights, or USDA Office of Civil Rights). The SFA's procedures must note whether an allegation is made verbally or in person. The SFA staff member receiving the allegation must transcribe the complaint. The SFA's procedures for receiving a complaint cannot prevent a complaint from being accepted. Additionally, the SFA's procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA's complaint process be a prerequisite for accepting a complaint. Additional guidance can be found on ADE's website at: http://www.azed.gov/hns/civilrights/ . The Step by Step Instruction: How to File a Civil Rights Complaint can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/ .	<i>Please provide a written description of the process and procedures for processing complaints alleging discrimination within FNS School Meal Programs. Additionally, the certificate of completion of Step by Step Instruction: How to File a Civil Rights Complaint must be submitted.</i>
17	Program staff have not been trained on civil rights topics. Specifically, documentation indicates staff has not received civil rights training this year, including SFA Contact.	Discussed requirement and how to document that requirement has been met. An acceptable civil rights power point training material can be found on ADE's website at http://www.azed.gov/hns/civilrights/ .	<i>Please provide written assurance that all food service staff will be trained at hire and as needed on Civil Rights Compliance in Child Nutrition Programs. Describe the process that will be implemented to ensure that this requirement is adhered to and properly documented.</i>

18	Sufficient documentation to support accommodations for special diets has not been maintained. Specifically, staff is allowing students to self report special dietary needs without obtaining documentation from a State Licensed Healthcare Professional.	Discussed requirements for accommodating special diets and the need for sufficient documentation.	<i>Please provide written procedures for maintaining documentation supporting accommodations for special diets and written assurance that sufficient documentation to support accommodations for special diets will be maintained.</i>
19	The 'And Justice for All' poster was not displayed at each point of service.	Discussed requirements of where poster must be placed and where to find a printable "And Justice For All" poster on ADE's website at http://www.azed.gov/hns/civilrights/ .	<i>This was corrected on site. Please provide written assurance that the 'And Justice For All' poster has been displayed near all points of service where program participants can view it.</i>

General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

20	The LWP does not specify how and when a review and update of the policy is to occur.	Discussed the best setting and timeframe for the periodic review and update of the LWP as well as how this can be included in the LWP.	<i>None required at this time.</i>
21	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. Sample evaluation tools can be found on ADE's website at http://www.azed.gov/hns/nslp/lwp/ . Also discussed feasible means for notifying the public of the results of the most recent assessment.	<i>None required at this time.</i>
22	The public was not notified of the results of the most recent assessment of the implementation of the LWP.	Discussed requirement to make the most recent assessment available to the public. Also discussed feasible means for notifying the public of the results of the most recent assessment on the implementation of the LWP. The USDA's Local Wellness Policy Outreach Toolkit can be found at https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit .	<i>None required at this time.</i>

General Program Compliance: Competitive Food Services

No findings.

General Program Compliance: Professional Standards

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| 23 | 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. | Discussed 12 hour requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals can be found on ADE's website at http://www.azed.gov/hns/nslp/training/ . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/ . | <i>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.</i> |
| 24 | The School Nutrition Program Managers did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed. | Discussed 10 hour training requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals can be found on ADE's website at http://www.azed.gov/hns/nslp/training/ . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/ . | <i>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 Manager 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.</i> |
| 25 | Full-time School Nutrition Program staff have not met the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed. | Discussed 6 hour training requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals can be found on ADE's website at http://www.azed.gov/hns/nslp/training/ . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/ . | <i>Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that full-time School Nutrition Program staff are registered for. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.</i> |
| 26 | Professional Standards training hours are not being tracked on an annual basis. | Referred to ADE's Training Tracking forms found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/ . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/ . | <i>Please provide the tracker that will be used to track Professional Standards training hours on an annual basis for all School Nutrition Program staff. Additionally, please provide written assurance that Professional Standards training hours will be tracked for all School Nutrition Program staff on an annual basis. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.</i> |

27	Employees outside of the School Nutrition Program whose responsibilities assist in the operation of the NSLP/SBP have not received applicable training. Specifically, staff are not trained in Civil Rights and OVS and rotate responsibilities associated with point of sale.	Discussed 4 hour training requirement, employees' job duties and applicable trainings that could be provided and feasible timeline. Trainings for School Nutrition Professionals can be found on ADE's website at http://www.azed.gov/hns/nslp/training/ . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/ .	<i>Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that these employees will receive. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.</i>
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General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

28	The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed schools: Embasa Chipotle Peppers (Mexico) and Roland Mandarin Oranges (China). Additionally, documentation justifying a Buy American exception was not maintained.	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/nslp/forms/ . Buy American Recorded Webinar and FAQ can be found on ADE's website at http://www.azed.gov/hns/sfp/	<i>Please provide a written description of the changes that have been made to procurement and recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i>
29	Temperature logs for food storage areas are not being maintained. Specifically, there are no temperature logs for the dry storage area.	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 http://www.azed.gov/hns/nslp/foodsafety/ .	<i>Please provide a copy of the temperature log that will be used for dry food storage areas as well as written assurance that logs will be kept daily and maintained on-file for 6 months.</i>
30	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>This was corrected while on site. Please provide a written description describing changes to the current process which will ensure the most recent food safety inspection report will be posted in a publicly visible location.</i>

General Program Compliance: Reporting & Recordkeeping

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| 31 | Production record, recipes, and label crediting are inconsistent for hash browns and scrambled eggs. | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Referred to the meal pattern webpage - http://www.azed.gov/hns/nslp/mealpattern/ . | <i>Please provide updated labels, recipe and production records with consistent crediting for hash brown patty, scrambled eggs .</i> |
| 32 | Records documenting meal components were not kept on file for the minimum required 5 years. Specifically, recipes, production records, menus, and labels for meal programs. | Discussed record keeping requirements and timeframe of 5 years. | <i>Please provide written assurance that all documents pertaining to the school meal programs will be retained on file for at least 5 years, as is required by Arizona law, as well as a written plan for ensuring that this requirement is met.</i> |
| 33 | SFA does not have a waiver on file to serve 9-12 meal pattern to all grade groups. | Per SNP Manual, SP 10-2012, CN 02-13 RCCIs are able to serve the meal pattern planned for the highest grade/age group to all students if they submit an exception to ADE explaining: operational limitations to separating age/grade groups and have legitimate safety concerns if students are served different portions. Advised SFA to contact assigned Specialist to receive an exception waiver and keep waiver on file. | <i>Please submit a meal pattern waiver/exemption approved by assigned Specialist to reviewer. Additionally, please provide written assurance that waiver/exemption will be retained on file.</i> |

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

No findings.

Other Federal Program Reviews: Afterschool Snack Program

- 35 The Afterschool Snack Program monitoring review was not conducted within the first four weeks of operation and one additional time during the school year.
- Discussed ASP monitoring requirements. A sample ASP monitoring form can be found on ADE's website at <http://www.azed.gov/hns/nslp/ascsp/>.
- Please provide written assurance 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. Additionally, provide documentation demonstrating ASP monitoring has taken place in the first four weeks of the 2020-2021 school year.*

Other Federal Program Reviews: Seamless Summer Option

Not 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! A New Leaf has completed the Administrative Review for the 2019-2020 school year. Thank you for your hospitality during the review process.

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 \$26.40
☐ No- NSLP ☒ Yes- NSLP \$1,893.50

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **July 31, 2020** to Sandy Fitzner at Sandy.Fitzner@azed.gov.



6/30/2020

Reviewer Signature

Date



6/30/2020

Program Director 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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