



ARIZONA DEPARTMENT OF  
**EDUCATION**

**Health and Nutrition Services Division**

**Administrative Review Summary Report**

School Food Authority Name: ACCEL  
 CTD: 07-21-64  
 Site(s): ACCEL East Campus

Contacts: Gordon Comfort, Chief Operations Officer and Jonathan Evans, Executive Director of Education Programs

Review Date: March 14, 2024

Review Period: February 2024

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
<b>Performance Standard 1: Certification and Benefit Issuance – Critical Area</b>			

*No Findings*

**Performance Standard 1: Meal Counting and Claiming – Critical Area**

1	Meal count totals for the month of review were not correctly combined and recorded. This was deemed a non-systemic error due to the number of over claimed meals being under 10% of total meals claimed.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.	<i>Please provide a written description of changes to the system that have been implemented to ensure that meal service lines provide an accurate count by eligibility category.</i>
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**Performance Standard 2: Meal Components & Quantities – Critical Area**

2	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, fruit quantities did not meet minimum daily requirements at breakfast for grades K-12. This is not a repeat finding from the previous review cycle and do not contribute toward 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 (e.g., 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 School Breakfast Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Breakfast Menu 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> under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides 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> under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).	<i>Please provide a written description of the changes that have been made to ensure that Fruit 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 must be submitted.</i>
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| <p>3 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, fruit quantities did not meet minimum weekly requirements at breakfast for grades K-12. This is not a repeat finding from the previous review cycle and do not contribute toward 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 (e.g., 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 School Breakfast Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Breakfast Menu 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> under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar &amp; Webinar Slides 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> under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that Fruit 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 must be submitted.</i></p> |
| <p>4 During the week of review, juice was served more than 50% of the time during breakfast for grades K-12. This is not a repeat finding from the previous review cycle and do not contribute toward fiscal action calculations.</p>                                                                                                       | <p>Discussed that juice may not be used to meet more than half of the weekly fruit requirement. Referred to Meal pattern requirements for the National School Breakfast/Lunch Program, which can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. Please note that repeated violations involving juice requirement may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><i>Please provide one week of breakfast production records which demonstrates that juice is not served more than 50% of the time. Additionally, please provide a written description of the changes that have been made to ensure that juice requirements are met.</i></p>                       |
| <p>5 Quantities observed during the review period did not meet minimum amounts required by the meal pattern at Breakfast. Specifically, weekly grain for grades k-12. This was determined to be a repeat finding from the previous cycle and contributed toward 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 (e.g., 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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p><i>Please provide a written description of the changes that have been made to ensure that Grain quantities meet minimum amounts required by the meal pattern.</i></p>                                                                                                                            |

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| 6  | Starchy vegetable subgroup was not offered during the review period for grades k-8 and 9-12. This is not a repeat finding from the previous review cycle and do not contribute toward fiscal action calculations                                                                                                                                       | Discussed vegetable subgroup requirements for the age/grade groups served. vegetable Subgroup Quick Guide can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu 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> under the Online Training Library accordion. Please note that repeated violations involving vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents). | Please provide one week of lunch production records which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted. |
| 7  | Whole grain-rich requirements were not met; specifically, only 70.31% of grains were whole grain-rich when 80% of grains are required to be whole grain-rich. for grades k-8. This was determined to be a repeat finding from the previous cycle and contributed toward fiscal action calculations.                                                    | Discussed whole grain-rich requirements. USDA's Whole Grain Resource for the National School Lunch and Breakfast Programs: A Guide to Meeting the Whole Grain-Rich Criteria can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion.                                                                                                                                                                                                                                                                                                                                    | Please provide one week of lunch production records and supporting documentation (CN Label, PFS, ingredient lists, Nutrition Facts labels, etc.) that demonstrate at least 80% of grains served at Lunch were whole grain-rich.                                                                                                                                                |
| 8  | Quantities observed during the review period do not meet minimum amounts required by the meal pattern. Specifically, Daily Grain did not meet minimum requirements by the meal pattern, specifically during lunch for k-8 grades. Whole grain was not offered. This was not a repeat finding and did not contribute toward fiscal action calculations. | Discussed whole grain-rich requirements. USDA's Whole Grain Resource for the National School Lunch and Breakfast Programs: A Guide to Meeting the Whole Grain-Rich Criteria can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion.                                                                                                                                                                                                                                                                                                                                    | Please provide a written description of the changes that have been made to ensure that Grain quantities meet minimum amounts required by the meal pattern.                                                                                                                                                                                                                     |
| 9  | Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch daily grain for grades 9-12. This was a repeat finding and contributed toward 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 (e.g., 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.                                                                                                                                                                                                                                                                                                                         | Please provide a written description of the changes that have been made to ensure that Grain quantities meet minimum amounts required by the meal pattern.                                                                                                                                                                                                                     |
| 10 | Quantities observed during the review period did not meet minimum amounts required by the meal pattern at Lunch. Specifically, Red/ orange vegetable for grades 9-12. This was determined to be a repeat finding from the previous cycle and contributed toward 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 (e.g., 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.                                                                                                                                                                                                                                                                                                                         | Please provide a written description of the changes that have been made to ensure that Red/ Orange vegetable quantities meet minimum amounts required by the meal pattern.                                                                                                                                                                                                     |

<p>11 Quantities observed during the review period did not meet minimum amounts required by the meal pattern at Lunch. Specifically, Daily Meat-Meat Alternate for grades 9-12. This was determined to be a repeat finding from the previous cycle and contributed toward 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 (e.g., 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.</p>	<p><i>Please provide a written description of the changes that have been made to ensure that Meat/ Meat Alternate quantities meet minimum amounts required by the meal pattern.</i></p>
<p>12 Quantities observed on the day of review did not meet minimum amounts required by the NSLP meal pattern. Specifically, vegetables for 9-12 grades, 0.75 cup of vegetables were offered instead of 1 cup. This was determined to be a repeat finding from the previous cycle and contributed toward 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 (e.g., 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 <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu 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> under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar &amp; Webinar Slides 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> under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that Vegetables 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>13 The meal service was not structured to comply with the meal pattern requirements of the multiple grade groups that were served. Specifically, with vegetable subgroups and serving sizes. Additionally SFA does not have a waiver on file to implement serve only to all grade groups.</p>	<p>Discussed allowable meal pattern grade groups per the grades served and feasible options for structuring the meal service to comply with quantity requirements (e.g., recipes changes, portion size changes, how to differentiate between students in different groups). Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p>	<p><i>Please provide a written description of the changes that have been implemented to ensure that meal pattern requirements of the multiple grade groups served are met.</i></p>
<p>14 Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast and lunch.</p>	<p>Discussed feasible options for signage and potential content, plan for creating and posting. Printable POS Signage can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion.</p>	<p><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></p>

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**Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area**

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No Findings

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

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No Findings

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**Meal Access & Reimbursement: Verification**

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| 15 The correct sampling method was not used. Specifically, Error-prone applications were not selected for verification. Additional applications were determined to be error-prone during review and should have been subjected to Verification. | Discussed how to determine which sampling method may be used and the requirements of the methods. Referred to Verification Non-Response Rates Report found on ADE's website at <a href="https://www.azed.gov/hns/nslp/">https://www.azed.gov/hns/nslp/</a> under the Required State Reporting accordion. Referred to The Online Training: Verification Review found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion. | <i>Please provide a written description of how the allowed sampling method will be determined and written assurance that the requirements of that method will be followed.</i>                    |
| 16 Direct verification procedures were not followed correctly. Specifically, direct verification was conducted after issuing the Notification of Verification letter to households.                                                             | Discussed direct verification must be conducted prior to notifying families. If the student was verified, verification is complete for the household. In this case, do not contact the household to provide income documentation. Referred to Section 6: Verification in USDA's Eligibility Manual for School Meals found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion.                                                                                                                                                                                                                                                                                                              | <i>Please provide written procedures for conducting direct verification and written assurance that direct verification will be conducted according to the required procedures.</i>                |
| 17 Verification procedures were not followed correctly. Specifically, households for whom benefits were to be reduced or terminated were not given 10 calendar days written advance notice of the change.                                       | Discussed proper verification procedures and referred to ADE's Verification Tracking Form and Online Training: Verification Review on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion.                                                                                                                                                                                                                         | <i>Please provide the written procedures for ensuring that households for whom benefits were to be reduced or terminated will be given 10 calendar days written advance notice of the change.</i> |

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

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| 18 Point of service staff and substitute point of service staff are not being trained on the meal counting and claiming system (including the backup system) on an annual basis. | Discussed the regulation that SFAs are required to conduct training for point of service staff and serving line staff so they can help students select the required food components/food items in the quantities needed for reimbursable lunches and breakfasts. Annual training is required to meet the professional standards requirements. | <i>Please provide written procedures that demonstrate how point of service staff and substitute point of service staff will be trained on the meal counting and claiming system on an annual basis. Additionally, please provide written assurance that these procedures will be followed.</i> |
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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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| 19 Offer versus Serve (OVS) was not implemented properly. Specifically, OVS was not implemented for grades 9-12 during the review period. | Discussed that OVS is required at senior high school level. 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 <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion.                                                                                                                                                                                      | <i>Please provide a written description demonstrating how OVS will be implemented properly or provide written assurance with the intent to contact the assigned Specialist for ACCEL to submit an exception request and keep exception approval letter on file.</i> |
| 20 SFA does not have a waiver on file to serve the K-8 NSLP meal pattern to all grade groups.                                             | Discussed local education agencies that serve special populations, such as students with severe cognitive disabilities or who are at-risk for incarceration, often have legitimate concerns about student unrest at meal times. Per SP 48-2013, those LEAs 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 associated with serving students different portions. Advised SFA to contact assigned Specialist to submit an exception request and keep exception approval letter on file. | <i>Please submit a meal pattern exception approved by assigned Specialist to reviewer. Additionally, please provide written assurance that an approved exception will be retained on file.</i>                                                                      |

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**Meal Pattern & Nutritional Quality: Meal Components and Quantities**

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*No Findings*

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**Resource Management**

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| 21 Paid lunch prices were not adequately increased as required by the PLE tool.          | Discussed requirements for PLE, reminded them of PLE Tool and to keep tool on file, as well as any communication with ADE regarding PLE. Provided technical assistance on how to use the PLE Tool.                                                                                                                                                                                                                                                                                                                                                                           | <i>Please provide a written description of the procedures that will be implemented to ensure the PLE Tool or other appropriate documentation to support compliance with paid lunch equity requirements will be maintained each school year and that paid lunch prices will be increased as calculations require.</i> |
| 22 Documentation was not provided to support the usage of Supply Chain Assistance funds. | Discussed that the attestation statement signed by the SFA detailed that the SFA will use Supply Chain Assistance (SCA) funds only for purchasing unprocessed or minimally processed domestic food products and that SFAs are required to maintain purchasing and other related records for review and audit purposes. Referred to SP 03-2022: Allocation of Supply Chain Assistance (SCA) Funds to Alleviate Supply Chain Disruptions in the School Meal Programs located on ADE's website at <a href="https://www.azed.gov/hns/memos">https://www.azed.gov/hns/memos</a> . | <i>Please provide documentation demonstrating how the 31,260.47 of Supply Chain Assistance funds were spent or a detailed plan on how any remaining funds will be spent.</i>                                                                                                                                         |

23 A plan was not provided for the use of \$31,260.47 Supply Chain Assistance funds.	Discussed that the attestation statement signed by the SFA detailed that the SFA will use SCA funds only for purchasing unprocessed or minimally processed domestic food products and that SFAs are required to maintain purchasing and other related records for review and audit purposes. Referred to SP 03-2022: Allocation of Supply Chain Assistance (SCA) Funds to Alleviate Supply Chain Disruptions in the School Meal Programs located on ADE's website at <a href="https://www.azed.gov/hns/memos">https://www.azed.gov/hns/memos</a> .	<i>Please provide a plan on how the \$31,260.47 of Supply Chain Assistance funds will be spent. Additionally, provide a written description of how documentation of expenses will be maintained.</i>
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**Procurement**

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24 The documented procurement procedures do not contain language consistent with 2 CFR 200.318(d)/7 CFR 3016.36 (b)(4)]	Discussed that non-Federal entities must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of the Code of Federal Regulations for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in 2 CFR 200.317 through 2 CFR 200.327. ADE's template for Procurement Procedures in Child Nutrition Programs can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the "Financial" Tab.	<i>Please provide written procurement procedures that are consistent with 2 CFR 200.318(d)/7 CFR 3016.36 (b)(4)]</i>
25 Small purchase procedures were not in compliance with procurement requirements. Specifically, price or rate quotations were not obtained from an adequate number of qualified sources for the following small purchases: Milk and Juice from Aikinks Distribution and Lunch Supplies from Shamrock.	Discussed that if small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.	<i>Please provide a written description of procurement procedures that will be followed prior to making a small purchase including the title of the individual within the SFA responsible for obtaining quotes for small purchases.</i>
26 The SFA did not maintain records sufficient to detail the significant history of the procurement for small purchases. Specifically, insufficient evaluation and award documentation was maintained for the following small purchases: Atkins distribution and Shamrock.	Discussed that non-Federal entities must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.	<i>Please provide a written description of procurement procedures that will be implemented to ensure that sufficient records of the evaluation and award will be maintained for all small purchases. Additionally, please provide written assurance that all records will be maintained for 5 years.</i>

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**General Program Compliance: Civil Rights**

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27 The "And Justice for All" poster was not displayed in a prominent location and was not visible to all program participants.	Discussed requirements of where poster must be placed and where to find a printable "And Justice For All" poster on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> . Referred to HNS 08-2019 USDA Nondiscrimination And Justice for All Poster Clarification.	<i>Please provide pictures to demonstrate the posters are now displayed in a prominent location and visible to all program participants. Additionally, please provide written assurance that the "And Justice For All" poster has been displayed in a prominent location and visible to all program participants.</i>
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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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28 The Local Wellness Policy (LWP) did not contain all required elements. Specifically, the LWP did not contain a description of public involvement, public updates, policy leadership, and/or evaluation plan.	Discussed that local wellness policies are required to include a description of public involvement, public updates, policy leadership, and evaluation plan. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training accordion.	<i>Please provide a written plan for how a description of public involvement, public updates, policy leadership, and evaluation plan will be added to the LWP. The plan should include draft language of the element to be added, who will be involved in updating the LWP and the date the update is expected to be completed. Additionally, provide written assurance that the LWP will be specific to your institution.</i>
29 Potential stakeholders are not made aware of their ability to participate in the development, review, update and implementation of the Local Wellness Policy (LWP). Specifically, parents, students and general public were not made aware of their ability to participate in the development, review, and update of the LWP.	Discussed feasible means of notifying potential stakeholders of their ability to participate. [Note any methods the SFA may have decided to employ] The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training accordion.	<i>Please provide a written description of how all potential stakeholders, including parents, students and general public, will be made aware of their ability to participate in the development, review, update, and implementation of the LWP.</i>
30 A recent assessment of the implementation of the Local Wellness Policy (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. Additionally, discussed feasible means for notifying the public of the results of the most recent assessment. Sample evaluation tools can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Local Wellness Policy accordion. Local Wellness Policy Assessment: Making it Meaningful Webinar can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training accordion.	<i>Please provide a written plan for conducting an assessment of the implementation of the LWP. This plan must include who will be designated as the oversight official, who will be invited to participate in the assessment process, and the date by which the assessment is expected to be completed.</i>



31 A plan is not in place to notify the public of the results of the most recent assessment of the implementation of the Local Wellness Policy (LWP), when assessment is conducted.	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 <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> .	<i>Please provide a written plan for how the public will be notified of the results of the most recent assessment of the implementation of the LWP.</i>
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**General Program Compliance: Competitive Food Services**

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Not Applicable.

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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 and Recordkeeping**

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*No Findings*

<b>General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach</b>
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32 SFA Did not provide documentation to support that households were notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year.	Discussed methods of notifying families of the availability of the SFSP prior to the end of the school year and determined which was most feasible. Discussed other resources within the local area to provide families regarding meals during the summer months when school is not in session. And Summer feeding locations can be found at <a href="https://www.azhealthzone.org/">https://www.azhealthzone.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. If you do not plan to operate the SFSP and no other entities reasonably close to your sites operate the SFSP, please provide a description of other community resources that will be provided to households prior to the end of the school year.</i>
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33 Breakfast outreach Notification letters did not include the long USDA nondiscrimination statement	Discussed where to find nondiscrimination statement on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> .	<i>Please provide an updated notification letter with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i>
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**Other Federal Program Reviews: Afterschool Snack Program**

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Not Participating.

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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2024 if applicable.

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

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Not Participating.

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

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Not Participating.

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

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Not Participating.

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Comments/Recommendations:

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Thank you for your hospitality and organization during the review process. It is evident that you are working hard to ensure your students are fed healthy meals in a welcoming environment.

**To stay on track with NSLP requirements, check out the NSLP at a Glance Calendar & Monthly Checklist on our website at <https://www.azed.gov/hns/nslp/forms> under the Calendars and Checklists tab.**

**Training: In-person classes, web-based training, and how-to guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>.**

Fiscal Action Assessed?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$56.50
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$340.85

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 15,2024 to Tania Felix [tania.felix@azed.gov](mailto:tania.felix@azed.gov)

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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 [School Food Authority Appeal Procedure for the Administrative Review](#) found under the Reviews Conducted by the State Agency accordion on ADE's National School Lunch and School Breakfast Program webpage.

Tom Horne, Superintendent of Public Instruction  
1535 West Jefferson Street • Phoenix Arizona 85007 • [www.azed.gov](http://www.azed.gov)  
"We are a service organization committed to raising academic outcomes and empowering parents."

This institution is an equal opportunity provider.