



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Blackwater Community School, Inc.

CTD: 11-40-02

Site: Blackwater Community School

Contacts: Jagdish Sharma, Principal and Ofelia Inurriaga, Food Service Manager

Review Date: November 19, 2024

Exit Conference Date: November 19, 2024

Review Period: October 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
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Performance Standard 1: Certification and Benefit Issuance – Critical Area

No findings.

Performance Standard 1: Meal Counting and Claiming – Critical Area

1	Meal service lines observed on the day of review did not provide an accurate count at the point of service. Specifically, leftover entree counts were utilized to obtain reimbursable meal counts for the Grab N Go breakfast cart. This was deemed a systemic error resulting in a partial fiscal recalculation of breakfast counts from November 5-November 19, 2024.	Discussed allowable methods of obtaining meal counts. Additionally, discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.	<i>Changes to the procedures of meal counting at the Grab N Go cart have been made and a partial recalculation was conducted. Fiscal action calculations were disregarded. No further corrective action is required at this time.</i>
2	Meals counted for reimbursement during a field trip are not served through an adequate point of service. Specifically, leftover counts are utilized to obtain reimbursable meal counts during field trips.	Discussed that meals provided during field trips must be served through an adequate point of service that documents students who received reimbursable meals on the field trip. Additionally discussed that preorder or attendance counts are not acceptable methods of obtaining meal counts.	<i>Please provide a written description of procedures that have been implemented when providing meals for field trips, including how the meals will be counted and claimed.</i>

Performance Standard 2: Meal Components & Quantities – Critical Area

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| 3 | On the day of review, it was observed that 2 breakfasts counted for reimbursement did not contain all of the required meal components. Specifically, one breakfast only contained 1 item (juice) and one breakfast did not include a 1/2 cup of fruit or vegetable. This 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. 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. The Recognizing a Reimbursable Breakfast Meal at the Point of Service Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. | <i>Please provide a written description of the changes that have been made to ensure that all breakfasts counted for reimbursement contain all of the required meal components.</i> |
| 4 | Fluid milk was not available in at least two varieties at breakfast. Specifically, only low-fat, unflavored milk was available at the Grab N Go breakfast cart. This was not a repeat finding from previous cycle and therefore did not contribute toward fiscal action calculations. | Discussed variety requirement (even for Headstart) and feasible options for compliance (i.e., in juvenile corrections facility). Allowable milk varieties are fat-free unflavored, fat-free flavored and 1% unflavored. Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 9 cents). | <i>Please provide a written description of changes that have been implemented to ensure that at least two varieties of fluid milk are available at all points of services during meal service.</i> |

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

No findings.

Meal Access & Reimbursement: Certification and Benefit Issuance

No findings.

Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting and Claiming

5 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 Daily Edit Check Worksheet can be found on ADE's website https://www.azed.gov/hns/nsfp/forms under the Operational accordion. The Step-by-Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at https://www.azed.gov/hns/nsfp/training under the Online Training Library accordion.	<i>Please provide a completed daily edit check worksheet for the most recently submitted claim month. Additionally, please provide written assurance that daily edit checks will be conducted.</i>
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Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No findings.

Resource Management

6 Meals served to teachers, administrators, custodians, and other adults were not priced so that the adult payment in combination with any per-lunch revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to cover the overall cost of the meal. Specifically, adult breakfasts were priced at \$2.75 when the Adult Meal Pricing Tool reflects a minimum of \$2.84 and adult lunches were priced at \$4.65 when the Adult Meal Pricing Tool reflects a minimum of \$4.84.	Discussed ways to determine adult meal prices which included a per meal cost analysis and pricing utilizing the Adult Meal Pricing Tool. Additionally, discussed pricing adult meals to reflect the amount of reimbursement received for a free meal plus the per meal value of entitlement and bonus commodities for non-pricing programs. Referred to Adult Meal Pricing Tool located on ADE's website at https://www.azed.gov/hns/nsfp/forms/ under the Financial accordion.	<i>Please provide a written description of the steps which have been taken to increase adult meal prices, including the exact formula used to price adult meals. Additionally, please provide written assurance that the updated adult meal prices will be used when calculating non-Federal funds to transfer into the nonprofit school food service account for adult meals.</i>
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General Program Compliance: Civil Rights

No findings.

General Program Compliance: SFA On-Site Monitoring

Not applicable.

General Program Compliance: Local Wellness Policy & School Meal Environment

No findings.

General Program Compliance: Smart Snacks in Schools

No findings.

General Program Compliance: Professional Standards

No findings.

General Program Compliance: Water Availability

No findings.

General Program Compliance: Food Safety, Storage and Buy American

No findings.

General Program Compliance: Reporting and Recordkeeping

No findings.

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

No findings.

Other Federal Program Reviews: Afterschool Snack Program

No findings.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2025 if applicable.

Other Federal Program Reviews: Fresh Fruit and 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! Blackwater Community School, Inc. has completed the administrative review for the 2024-2025 school year. Thank you for your hospitality, organization, and sense of urgency during the review process. Your team works marvelously together in order to do an outstanding job implementing the National School Lunch Program and School Breakfast Program. It is evident that you are working hard to ensure your students are fed healthy, delicious meals in a supportive 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	\$62.48
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$0

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by January 9, 2025 to Kariann Sadlon at Kariann.Sadlon@azed.gov. The response must be on organizational letterhead and signed by an authorized representative and must indicate that corrective actions will be implemented SFA-wide.

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
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This institution is an equal opportunity provider.