



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Peoria Unified School District

CTD: 07-02-11

Sites: Kachina Elementary School, Liberty High School, Desert Palms Elementary School, Sunrise Mountain High School, Desert Harbor Elementary School, and Sahuaro Ranch Elementary School

Contacts: Kevin Molino, Interim Superintendent and Sandra Schossow, Director of Food and Nutrition

Review Date: March 11-15, 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
Performance Standard 1: Certification and Benefit Issuance – Critical Area			

No Findings.

Performance Standard 1: Meal Counting and Claiming – Critical Area

No Findings.

Performance Standard 2: Meal Components & Quantities – Critical Area

1	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, only 1 cup red/orange vegetable subgroup was served during the week of review for grades 9-12 at Liberty High School when 1 1/4 cup red/orange vegetable group is required to be served 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 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 http://www.azed.gov/hns/nslp under the Meal Pattern accordion. 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/training under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/training 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 red/orange vegetable subgroup 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 must be submitted.</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

- | | | | |
|---|--|--|--|
| 2 | Daily edit checks are not being conducted appropriately. Specifically, the attendance factor does not match the claim at Desert Harbor Elementary School, Desert Palms Elementary School, Kachina Elementary School, Sahuaro Ranch Elementary School, Liberty High School, and Sunrise Mountain High School. | 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/nslp/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/nslp/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. Additionally, the certificate of completion of Step-by-Step Instruction: How to Complete Daily Edit Checks must be submitted.</i> |
| 3 | Offer versus Serve (OVS) was implemented at breakfast for preschool students who were not comingled with other grade groups at Desert Harbor Elementary School. | Discussed preschool meal service requirements. Specifically, Offer versus Serve (OVS) is not allowable for preschoolers who are not comingled with other grade groups. Referred to SP 01-2018 Updated Infant and the updated preschool meal patterns in the National School Lunch Program and School Breakfast Program; Questions and Answers. Additional resources for the updated preschool meal pattern can be found at https://www.azed.gov/hns/cacfp under the Meal Pattern accordion. | <i>Please provide a written description demonstrating how the correct meal service (i.e., serve only or family style) will be implemented for preschool students. Additionally, please provide written assurance that moving forward, OVS will not be implemented for preschool students.</i> |

Meal Pattern & Nutritional Quality: Offer Versus Serve

No Findings.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No Findings.

Resource Management

No Findings.

Procurement

No Findings.

General Program Compliance: Civil Rights

No Findings.

General Program Compliance: SFA On-Site Monitoring

No Findings.

General Program Compliance: Local Wellness Policy

- | | | | |
|---|---|---|--|
| 4 | The recent assessment of the implementation of the Local Wellness Policy (LWP) did not meet the Final Rule requirements. Specifically, the assessment did not measure how the LEA is complying with their LWP, and progress made in attaining the goals of the LWP. | 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 https://www.azed.gov/hns/nslp/forms under the Local Wellness Policy accordion. Local Wellness Policy Assessment: Making it Meaningful Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training 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> |
|---|---|---|--|

General Program Compliance: Competitive Food Services

No Findings.

General Program Compliance: Professional Standards

No Findings.

General Program Compliance: Water

No Findings.

General Program Compliance: Food Safety, Storage and Buy American

No Findings.

General Program Compliance: Reporting and Recordkeeping

- | | | | |
|---|---|--|--|
| 5 | Production record crediting is inaccurate. Specifically, Italian Wrap served at lunch on 2/6/2024 and 2/7/2024 at Liberty High School and on 2/6/2024 at Sunrise Mountain High School credited as 2 oz eq M/MA; however, the production record indicated it contained 2.5 oz eq M/MA. | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. | <i>Please provide a production record that reflects the correct crediting information for Italian Wrap. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i> |
|---|---|--|--|

- | | | | |
|----|--|--|---|
| 6 | Production record crediting is inaccurate. Specifically, Protein Hummus Box served at lunch on 2/5/2024, 2/6/2024, 2/7/2024, 2/8/2024, and 2/9/2024 at Liberty High School and Sunrise Mountain High School credited as 2.5 oz eq M/MA; however, the production record indicated it contained 2 oz eq M/MA. | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. | <i>Please provide a production record that reflects the correct crediting information for Protein Hummus Box. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i> |
| 7 | Production record crediting is inaccurate. Specifically, Cobb Salad served at lunch on 2/5/2024, 2/6/2024, 2/7/2024, 2/8/2024, and 2/9/2024 at Liberty High School and Sunrise Mountain High School credited as 3 oz eq M/MA; however, the production record indicated it contained 2.5 oz eq M/MA. | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. | <i>Please provide a production record that reflects the correct crediting information for Cobb Salad. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i> |
| 8 | Production record crediting is inaccurate. Specifically, Grilled Chicken Salad served at lunch on 2/5/2024, 2/6/2024, 2/7/2024, 2/8/2024, and 2/9/2024 at Sunrise Mountain High School credited as 2.25 oz eq M/MA; however, the production record indicated it contained 2.5 oz eq M/MA. | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. | <i>Please provide a production record that reflects the correct crediting information for Grilled Chicken Salad. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i> |
| 9 | Production record crediting is inaccurate. Specifically, Strawberry Pop tart served at breakfast on 2/7/2024 at Desert Harbor Elementary School, Desert Palms Elementary School, Kachina Elementary School, and Sahuaro Ranch Elementary School, 2/5/2024, 2/6/2024, 2/7/2024, 2/8/2024, and 2/9/2024 at Liberty High School, and 2/5/2024 and 2/9/2024 at Sunrise Mountain High School credited as 2.25 oz eq M/MA; however, the production record indicated it contained 2.5 oz eq M/MA. | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. | <i>Please provide a production record that reflects the correct crediting information for Grilled Chicken Salad. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i> |
| 10 | Production record crediting is inaccurate. Specifically, Breakfast Taco served at breakfast on 2/8/2024 at Desert Harbor Elementary School, Desert Palms Elementary School, Kachina Elementary School, and Sahuaro Ranch Elementary School credited as 1.75 oz eq grains; however, the production record indicated it contained 1 oz eq grains. | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. | <i>Please provide a production record that reflects the correct crediting information for Breakfast Taco. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i> |

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 2024 if applicable.

Other Federal Program Reviews: Fresh Fruit and Vegetable Program

Not Applicable.

Other Federal Program Reviews: Special Milk Program

No Findings.

Other Federal Program Reviews: At-Risk Afterschool Meals

No Findings.

Comments/Recommendations:

Congratulations, Peoria Unified School District has successfully completed the Administrative Review for the 2023-2024 school year. Thank you for your cooperation during the review process. Please remember that we have a variety of trainings (in-person and online) to assist you and your staff in operating a successful National School Lunch Program.

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	\$0.00
<input type="checkbox"/> No- NSLP	<input checked="" type="checkbox"/> Yes- NSLP	\$871.28

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 10, 2024 to Megan Lynch at Megan.Lynch@azed.gov.

Reviewer Signature

Date

Program Director 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

“We are a service organization committed to raising academic outcomes and empowering parents.”

This institution is an equal opportunity provider.