



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Roosevelt Elementary District

CTD: 07-04-66

Sites: C O Greenfield School, Maxine O Bush Elementary School and Sunland Elementary School

Contacts: Dr. Daniella Portillo, Superintendent and Heather Cruickshank, Supervisor Child Nutrition Services

Review Date: February 20-22, 2024

Review Period: January 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

No findings

#### Performance Standard 2: Meal Components & Quantities – Critical Area

1	<p>Quantities observed on the review period did not meet minimum amounts required by the meal pattern. Specifically, the weekly grain requirement was not met, only 6oz eq was served instead of the required 8oz eq at Maxine O Bush Elementary. 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.). 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. 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 grain quantities meet minimum amounts required by the meal pattern.</i></p>
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- 2 Quantities observed on the review period did not meet minimum amounts required by the meal pattern. Specifically, the weekly grain requirement was not met, only 5oz eq was served instead of the required 8oz eq at C O Greenfield School. 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.). 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. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).
- 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.*
- 3 Quantities observed on the review period did not meet minimum amounts required by the meal pattern. Specifically, the weekly grain requirement was not met, only 6oz eq was served instead of the required 8oz eq at Sunland Elementary School. 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.). 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. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).
- 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.*
- 4 The meal service was not structured to comply with the meal pattern requirements of the multiple grade groups. Specifically, Head Start classroom was not comingled with the rest of the school at Maxine O Bush Elementary School, CACFP meal pattern was followed but separate production records were not kept for Head Start.
- 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).
- Please provide a written description of the changes that have been implemented to ensure that production records are kept for multiple grade groups served.*

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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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No findings

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

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No findings

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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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No findings

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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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No findings

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**Procurement**

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No findings

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**General Program Compliance: Civil Rights**

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No findings

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**General Program Compliance: SFA On-Site Monitoring**

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No findings

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**General Program Compliance: Local Wellness Policy**

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No findings

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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

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

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No findings

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**Other Federal Program Reviews: Afterschool Snack Program**

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Not applicable

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

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Will be reviewed in Summer 2024 if applicable.

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

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No findings

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

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Not applicable

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

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No findings

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**Comments/Recommendations:**

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Congratulations on completing the Administrative Review! Thank you for your hard work and cooperation during this process.

**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
<input type="checkbox"/> No- NSLP	<input checked="" type="checkbox"/> Yes- NSLP	\$3,777.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 17, 2024 to Berenice Camacho Castaneda, [Berenice.Camachocastaneda@azed.gov](mailto:Berenice.Camachocastaneda@azed.gov).

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Reviewer Signature

Date

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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](http://www.azed.gov)

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