



ARIZONA DEPARTMENT OF  
**EDUCATION**

**Health and Nutrition Services Division**

**Administrative Review Summary Report**

School Food Authority Name: Snowflake Unified District

CTD: 09-02-05

Sites: Highland Primary School and Snowflake intermediate School

Contacts: Hollis Merrell, Superintendent and Mark Ollerton, Business Manager

Review Date: April 16th and 17th, 2024

Review Period: March 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**

1	One student who was found to be directly certified were not certified for free meal benefits. This contributed towards fiscal action calculations.	Discussed direct certification procedures and procedures in updating and accurately transferring eligibility status to BID. Referred to Direct Certification Process section in USDA's Eligibility Manual for School Meals found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion.	<i>Corrections have been made to the certification status. Please provide written procedures that will be implemented to ensure that all students who are directly certified are provided with free meal benefits.</i>
2	In one instance, the eligibility determined was not transferred correctly to the benefit issuance document. This contributed toward fiscal action calculations.	Discussed best practices (like having someone double check) for ensuring eligibility status is transferred to the benefit issuance document on a regular basis. The Step-by-Step Instruction: How to Create a Benefit Issuance Document (BID) 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 Library accordion.	<i>Corrections have been made to the benefit issuance document. Please provide a written description of the process that will be implemented to ensure that the benefit issuance document matches all current students and their eligibility status. Additionally, the certificate of completion of Step-by-Step Instruction: How to Create a Benefit Issuance Document (BID) must be submitted.</i>

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

No Findings.

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

No Findings.

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

No Findings.

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

No Findings.

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**Meal Access & Reimbursement: Verification**

3 The verification sample size used was not correct based on the number of applications eligible for verification. Specifically, 4 of application should have been verified, but 6 were actually verified.	Discussed correct calculation of sample size and which applications are subject to verification. Discussed attending ADE's Drop-in Workshop: Preparing for Verification. Referred to Verification Sample Size Calculator and 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> . 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 written procedures for how the verification sample size will be determined in the future.</i>
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**Meal Access & Reimbursement: Meal Counting and Claiming**

No Findings.

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

No Findings.

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

No Findings.

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**Resource Management**

4 Indirect costs were incorrectly calculated. Specifically, Specifically, the calculation did not include the approved indirect cost rate being applies to an appropriate director cost base The allowable indirect cost base calculated by the SFA was \$6,325 when it should have been \$24,594.25.	Discussed proper classification of direct/indirect costs. Reviewed requirements that indirect costs be charged consistently across the SFA as required in 2 CFR 200.412-414. Referred to the USDA's Indirect Cost Guidance Manual located at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion, which can be used as a resource when determining allowable indirect costs.	<i>Please provide the calculation or tool that will be used to determine the amount of indirect costs charged to the nonprofit school food service account. Additionally, please provide a written plan detailing the steps that will be taken to ensure indirect costs are calculated accurately. If required please also provide supporting documentation which reflects that any indirect costs charged in excess of the allowable rate have been returned to the nonprofit school food service account.</i>
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**Procurement**

No Findings.

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**General Program Compliance: Civil Rights**

No Findings.

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

No Findings.

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**General Program Compliance: Local Wellness Policy**

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| 5 | 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. | 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> |
| 6 | 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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| 7 | The School Nutrition Program Director hired after July 1, 2015 did not complete the required 8 hours of food safety training within 30 days of being hired or within 5 years prior to hire date. | Discussed requirement and feasibility for attending an available certification training within current school year. Food Safety Online Training Library can be found on ICN's website at <a href="https://theicn.org/icn-resources-a-z/food-safety/">https://theicn.org/icn-resources-a-z/food-safety/</a> . | <i>Please provide the expected date that food safety certification training will be completed by the School Nutrition Program Director.</i> |
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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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Not Applicable.

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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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Not Applicable.

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Comments/Recommendations:

Congratulations, Snowflake Unified 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?

No- SBP       Yes- SBP      \$0.30  
 No- NSLP       Yes- NSLP      \$3.20

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by June 14, 2024 to Megan Lynch at [Megan.Lynch@azed.gov](mailto:Megan.Lynch@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)  
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This institution is an equal opportunity provider.