



**ARIZONA DEPARTMENT OF
EDUCATION**

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Picacho Elementary District

CTD: 11-04-33

Site: Picacho Elementary School

Contacts: Veronica Jimenez Price, Superintendent and Ruth Smith, Business Manager

Review Date: December 14, 2023

Review Period: November 2023

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	Meals counted for reimbursement during a field trip are not served through an adequate point of service. Specifically, field trip meals are claimed by meals provided for students prior to the field trip rather than at a point of service during the field trip.	Discussed potential procedures that will be implemented such as sending rosters on field trips to be completed during meal service, as well as who would be responsible.	<i>Please provide a written description of procedures that have been implemented to ensure that meals served during field trips are counted through an adequate point of service.</i>
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Performance Standard 2: Meal Components & Quantities – Critical Area

2	On the day of review, it was observed that 73 breakfasts counted for reimbursement did not contain the required quantities for a reimbursable meal. Specifically, only 1/2 cup of fruit was provided when a full cup of fruit is required at breakfast. This contributed toward fiscal action calculations.	Meal pattern requirements for the National School Breakfast 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 Breakfast Menu can be found on ADE's website at http://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 contain all of the required quantities of a reimbursable breakfast. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Breakfast Menu must be submitted.</i>
3	During the week of review, at least 80% of grains served at breakfast were not whole grain-rich. Specifically, only 63.16% of grains served at breakfast during November 13–17, 2023 were whole grain-rich.	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 https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion.	<i>Please provide one week of breakfast production records and supporting documentation (Product Formulation Statements, ingredient lists, Nutrition Facts labels, etc.) that demonstrate at least 80% of grains served at breakfast were whole grain-rich.</i>

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| 4 | During the week of review, at least 80% of grains served at lunch were not whole grain-rich. Specifically, only 47.62% of grains served at lunch during November 13–17, 2023 were whole grain-rich. | 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 https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. | <i>Please provide one week of lunch production records and supporting documentation (Product Formulation Statements, ingredient lists, Nutrition Facts labels, etc.) that demonstrate at least 80% of grains served at breakfast were whole grain-rich.</i> |
| 5 | During the week of review, juice was served more than 50% of the time during breakfast. Specifically, 71.43% of fruit served at breakfast during November 13–17, 2023 was fruit juice. | 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 http://www.azed.gov/hns/nslp under the Meal Pattern accordion. | <i>Please provide one week of breakfast 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> |
| 6 | Quantities observed on during the review period did not meet minimum amounts required by the meal pattern. Specifically, daily fruit quantities were insufficient at breakfast on November 13, 15, 16, and 17, 2023; only 3/4 cup fruit was served on November 13 and 15, 2023 and only 1/2 cup fruit was served on November 14 and 15, 2023 when 1 cup of fruit is required daily at breakfast for grades K-8. This was not a repeat finding from the previous cycle and therefore did 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.). Meal pattern requirements for the National School Breakfast 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 Breakfast Menu can be found on ADE's website at http://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 daily fruit quantities at breakfast 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> |
| 7 | Quantities observed on during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly fruit quantities were insufficient at breakfast from November 13–17, 2023; only 3 1/2 cups of fruit were served when 5 cups of fruit are required weekly at breakfast for grades K-8. This was not a repeat finding from the previous cycle and therefore did 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.). Meal pattern requirements for the National School Breakfast 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 Breakfast Menu can be found on ADE's website at http://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 weekly fruit quantities at breakfast meet minimum amounts required by the meal pattern.</i> |

- 8 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, daily vegetable quantities were not met at lunch on November 13–17, 2023; only 1/2 cup vegetable was served on November 13, 2023 and November 15–17, 2023, and only 1/8 cup vegetable was served on November 14, 2023 when 3/4 cup vegetable is required daily at lunch for grades K-8. This was determined to be a repeat finding from the previous cycle and contributed toward fiscal action calculations. Additionally, this was deemed a systemic error resulting in expanding the review to the entire month of November 2023.
- 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. 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).
- Please provide a written description of the changes that have been made to ensure that daily vegetable quantities at lunch meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Using Appropriate Serving Utensils must be submitted.*
- 9 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly vegetable quantities were not met from November 13–17, 2023; only 2 1/8 cups was served when 3 3/4 cups vegetable are required weekly at lunch for grades K-8. This was determined to be a repeat finding from the previous cycle and contributed toward fiscal action calculations. Additionally, this was deemed a systemic error resulting in expanding the review to the entire month of November 2023.
- 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 weekly vegetable quantities at lunch 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.*
- 10 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly dark green vegetable subgroup quantities were not met at lunch on November 13–17, 2023; only 1/8 cup dark green vegetable was served when 1/2 cup dark green vegetable is required to be served weekly at lunch for grades K-8. This was determined to be a repeat finding from the previous cycle and contributed 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 <https://www.azed.gov/hns/nslp/forms> under the Menu Planning 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 weekly dark green vegetable subgroup quantities at lunch meet minimum amounts required by the meal pattern.*

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| <p>11 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly red/orange vegetable subgroup quantities were not met at lunch on November 13–17, 2023; only 1/2 cup red/orange vegetable was served when 3/4 cup red/orange vegetable is required to be served weekly at lunch for grades K-8. This was determined to be a repeat finding from the previous cycle and contributed toward fiscal action calculations.</p> | <p>Discussed vegetable subgroup requirements for the age/grade groups served. vegetable Subgroup Quick Guide can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning 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).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that weekly red/orange vegetable subgroup quantities at lunch meet minimum amounts required by the meal pattern.</i></p> |
| <p>12 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, daily meat/meat alternate quantities were not met at lunch on November 13, 2023; only 0.75 oz eq meat/meat alternate was served when 1.0 oz eq meat/meat alternate is required to be served daily at lunch for grades K-8. 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 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. 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).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that daily meat/meat alternate quantities at lunch meet minimum amounts required by the meal pattern.</i></p> |
| <p>13 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly meat/meat alternate quantities were not met from November 13–17, 2023; only 8.0 oz eq meat/meat alternate were served when 9.0 oz eq meat/meat alternate are required weekly at lunch for grades K-8. 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 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).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that weekly meat/meat alternate quantities at lunch meet minimum amounts required by the meal pattern.</i></p> |

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

Meal Access & Reimbursement: Certification and Benefit Issuance

No findings.

Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting and Claiming

No findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

Meal Pattern & Nutritional Quality: Meal Components and Quantities

14 Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast or lunch.	Discussed feasible options for signage and potential content, plan for creating and posting. Printable POS Signage can be found on ADE's website at https://www.azed.gov/hns/nsip/forms under the Menu Planning accordion.	<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>
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Resource Management

No findings.

Procurement

No findings.

General Program Compliance: Civil Rights

15 The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, the nondiscrimination statement used on posted menus was not the correct statement.	Discussed where to find nondiscrimination statement on ADE's website at https://www.azed.gov/hns/civilrights and whether long or short statement would be most appropriate.	<i>Please provide an updated menu with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i>
16 The public/media release was not provided to local media, the unemployment office and local employers considering large layoffs.	Discussed requirements and timeframe for public/media release, and best options locally for submitting the release to. Showed where template release can be found on ADE's website at https://www.azed.gov/hns/nsip/forms/ . Discussed who would be responsible for doing this.	<i>Please provide written procedures for distributing the public/media release and written assurance that the public/media release will be submitted to the local media, the unemployment office and local employers considering large layoffs prior to the start of each school year.</i>

17 The most current "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 https://www.azed.gov/hns/civilrights . Referred to HNS 08-2019 USDA Nondiscrimination And Justice for All Poster Clarification.	<i>A current "And Justice for All" poster was posted during the on-site review. No further corrective action is required.</i>
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General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

18 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 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, the date by which the assessment is expected to be completed, and the method in which you will share results of the assessment with the public.</i>
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General Program Compliance: Competitive Food Services

19 The school fundraisers were not in compliance with Specially Exempted Fundraisers in Arizona Schools. Specifically, groups, clubs, or other organizations conducting fundraisers involving the sale of foods or beverages that do not meet the Smart Snacks Standards did not submit a waiver request to ADE.	Referred to HNS 20-2019: Revision to Arizona Department of Education Policy on Specially Exempted Fundraisers that can be found on ADE's website at https://www.azed.gov/hns/memos . The Online Course: Smart Snacks and Competitive Foods Standards in Arizona can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.	<i>Please provide written assurance that fundraisers will be in compliance with Specially Exempted Fundraisers in Arizona Schools.</i>
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General Program Compliance: Professional Standards

20 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 https://theicn.org/icn-resources-a-z/food-safety/ .	<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

No findings.

General Program Compliance: Food Safety, Storage and Buy American

21 Temperature logs for food storage areas are not being maintained. Specifically, a temperature log was not kept for the milk cooler.	Discussed requirements for maintaining food storage area temperature logs, sample templates, and who would be responsible. Temperature logs for food storage areas must be maintained for 6 months. Monitoring forms can be found on ADE's website at https://www.azed.gov/hns/nsfp/forms under the Food/Health Safety accordion. Additionally, discussed Food Safety Online Training Library can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ .	<i>Please provide a copy of the temperature log that will be used for the milk cooler as well as written assurance that logs will be kept daily and maintained on file for 6 months.</i>
22 The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed schools: canned pineapple chunks (product of Thailand) and frozen California vegetable blend (product of Mexico). Additionally, documentation justifying a Buy American exception was not maintained on file.	Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP 38-2017, Buy American Webinar and FAQ. Funds used from the non-profit food service account must be used to procure food products that comply with the Buy American Provision. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, can be found on ADE's website at https://www.azed.gov/hns/nsfp/forms under the Operational accordion. Buy American Recorded Webinar and FAQ 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 written description of the changes that have been made to procurement and/or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i>

General Program Compliance: Reporting and Recordkeeping

23 Records documenting meal counts were not appropriately kept on file. Specifically, point of service meal tallies were not maintained to support daily meal count totals. Additionally, only one count was used for breakfast and lunch.	Discussed record keeping requirements for meal counts. Specifically, discussed the requirement to maintain documentation that supports meal counts claimed for reimbursement.	<i>Please provide a written description of how breakfast and lunch point of service counts will be documented and retained on file for at least 5 years, as is required by Arizona law, as well as a written plan for ensuring that this requirement is met.</i>
24 Production record crediting is inaccurate. Specifically, all fruits and vegetables were credited in ounces when the unit of measurement for crediting fruits and vegetables is cups.	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/nsfp/forms under the Menu Planning accordion.	<i>Please provide one week of breakfast and lunch production reflecting the correct crediting information for fruits and vegetables. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on production records.</i>
25 Production record crediting is inaccurate. Specifically, the breakfast burrito served at breakfast on November 13, 2023 credited as 1.5 oz eq grain per the manufacturer's Product Formulation Statement; however, the production record indicated it contained 1.75 oz grain.	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/nsfp/forms under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for breakfast burrito. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on production records.</i>

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| 26 | Production record crediting is inaccurate. Specifically, Pillsbury Strawberry Bagels served at breakfast on November 14, 2023 credited as 2.0 oz eq grain per the manufacturer's Product Formulation Statement; however, the production record indicated it contained 16 oz grain. | 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 Pillsbury Strawberry Bagels. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on production records.</i> |
| 27 | Production record crediting is inaccurate. Specifically, Prairie Creek Sausage served at breakfast on November 15, 2023 credited as 0.5 oz eq meat/meat alternate per the manufacturer's Product Formulation Statement; however, the production record indicated it contained 1.5 oz meat/meat alternate and 2.25 oz grain. | 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 Prairie Creek Sausage. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on production records.</i> |
| 28 | Production record crediting is inaccurate. Specifically, Breakfast Breaks Cereal Packs served at breakfast on November 17, 2023 credited as 2.0 oz eq grain per the manufacturer's Product Formulation Statement; however, the production record indicated it contained 0.09 oz grain (0.05 oz grain for Trix Cereal and 0.09 oz grain for Mini Animal Crackers). | 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 Breaks Cereal Packs. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on production records.</i> |
| 29 | Production record crediting is inaccurate. Specifically, Del Real Foods Rice served at lunch on November 13, 2023 credited as 1.5 oz eq grain per the manufacturer's Product Formulation Statement; however, the production record indicated it contained 8 oz grain and 1 oz other vegetable. | 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 Del Real Foods Rice. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on production records.</i> |
| 30 | Production record crediting is inaccurate. Specifically, Diced Stew Meat served at lunch on November 14, 2023 credited as 1.5 oz eq grain per the USDA Food Buying Guide; however, the production record indicated it contained 8 oz meat/meat alternate. | 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 Diced Stew Meat. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on production records.</i> |
| 31 | Production record crediting is inaccurate. Specifically, White Rice served at lunch on November 14, 2023 credited as 2.0 oz eq grain per USDA's Exhibit A resource; however, the production record indicated it contained 8 oz grain. | 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 White Rice. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on production records.</i> |
| 32 | Production record crediting is inaccurate. Specifically, WW Tortilla served at lunch on November 16, 2023 credited as 1.0 oz eq grain per USDA's Exhibit A resource; however, the production record indicated it contained 4 oz grain. | 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 tortilla. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on production records.</i> |

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| 33 | Production record crediting is inaccurate. Specifically, Hamburger Buns served at lunch on November 17, 2023 credited as 2.0 oz eq grain per USDA's Exhibit A resource; however, the production record indicated it contained 2.2 oz grain. | 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 hamburger buns. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on production records.</i> |
| 34 | Production record crediting is inaccurate. Specifically, Lay's BBQ Chips served at lunch on November 17, 2023 did not credit toward meal pattern requirements; however, the production record indicated they contained 2.2 oz grain. | 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 Lay's BBQ Chips. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on production records.</i> |
| 35 | Production record crediting is inaccurate. Specifically, corn served at lunch on November 17, 2023 credited as 1/2 cup vegetable per USDA's Food Buying Guide; however, the production record indicated it contained 1.0 oz grain and 5.33 oz other vegetable. | 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 corn. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on production records.</i> |
| 36 | Production records were not completed correctly. Specifically, meals served (reimbursable, adult, and total), grade groups served, and planned number of servings were inaccurate. | Discussed required sections of production records. Production Record Templates can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. The Production Record Overview 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 copies of completed breakfast and lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years. Additionally, the certificate of completion of Production Record Overview must be provided.</i> |

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

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| 37 | Households were not 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. - Summer feeding locations can be found at https://www.azhealthzone.org/ . | <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 site 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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Other Federal Program Reviews: Afterschool Snack Program

Not applicable.

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

Not applicable.

Other Federal Program Reviews: At-Risk Afterschool Meals

Not applicable.

Comments/Recommendations:

Congratulations, Picacho Elementary District has successfully completed the Administrative Review for the 2023-2024 school year. It is recommended that trainings in production records and meal pattern requirements are completed throughout the year. It is also recommended that internal compliance checks are conducted periodically in these critical areas to maintain program integrity. Thank you for your cooperation during the review 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	\$199.29
<input type="checkbox"/> No- NSLP	<input checked="" type="checkbox"/> Yes- NSLP	\$5,676.63

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by March 21, 2024 to Tania Felix at Tania.Felix@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.