



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Buckeye Union High School District

CTD: 07-05-01

Site: Estrella Foothills High School

Contacts: Dr. Steven Bebee, Superintendent and Jeff Simmons, Associate Superintendent of Operations

Review Date: October 28, 2024

Exit Conference Date: October 28, 2024

Review Period: September 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 application with one student was certified incorrectly. Specifically, based on the income eligibility guidelines, the student should be paid; however, the application was certified as reduced. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications, Reviewing Applications Based on Income, Assessing Completeness of Categorically Eligible Applications, Determining Eligibility for Categorically Eligible Applications section(s) in USDA's Eligibility Manual for School Meals 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>Corrections have been made to certification errors. No further action needed.</i>
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#### 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.

#### Meal Access & Reimbursement: Verification

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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| 2 | Equipment was purchased with an acquisition cost greater than \$5,000 and prior approval from the ADE was not obtained. Specifically, an ice maker for \$5,160.86, and Heartland School Solutions Software for \$12,790.88 were purchased without obtaining State agency approval. | Discussed requirement that all equipment purchases with a per unit acquisition cost of \$5,000 or more must be pre-approved by ADE. Discussed that costs that would otherwise be allowable may be made unallowable by the action or inaction of the SFA. Additionally, the Capital Expenditure Pre-Approval Request Form can be found on the ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Financial accordion. | <i>Please provide a written description of the circumstances which caused the equipment to be purchased before obtaining State agency approval. Additionally, please provide a written plan that outlines the steps which will be taken to ensure equipment will not be purchased with the nonprofit school food service account without receiving prior approval from ADE.</i> |
| 3 | Operating losses as the result of bad debt from unpaid student meal accounts were not restored by non-Federal revenues. Specifically, SFA is writing off bad debt and does not have written policy of using Non-Federal funds to recover the debt.                                 | Discussed that when local officials determine that further collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt." Bad debts arising from uncollectable accounts and related collection and legal costs arising from such debts after they have been determined to be uncollectable are unallowable. Therefore, the nonprofit school food service account may not be used to cover these costs.                             | <i>Please provide a written policy for calculating and restoring bad debt from unpaid student meal accounts.</i>  |

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**General Program Compliance: Civil Rights**

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| 4 | The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically, the nondiscrimination statement was not printed on the school breakfast outreach material.        | Discussed where to find nondiscrimination statement on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> and whether long or short statement would be most appropriate. | <i>Updated breakfast outreach material was provided with the correct nondiscrimination statement. Please provide written assurance that all program materials have been updated with the proper language.</i>                  |
| 5 | The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically, the nondiscrimination statement printed on the summer outreach materials is not the most current. | Discussed where to find nondiscrimination statement on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> and whether long or short statement would be most appropriate. | <i>Please provide an updated summer outreach materials with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i> |

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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 & School Meal Environment**

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| 6 | The Local Wellness Policy (LWP) did not contain all required elements. Specifically, the LWP did not contain nutrition standards for all foods and beverages provided, but not sold, to students on the school campus during the school day or policies for food and beverage marketing. | Discussed developing a LWP with nutrition standards for all foods and beverages provided, but not sold, to students. The Local Wellness Policy Final Rule: Guidance and Tools From ADE 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 how nutrition standards for all foods and beverages provided to students on the school campus during the school day and policies for food and beverage marketing will be added to the LWP. The plan should include draft language of the element to be added, who will be involved in updating the LWP and the date the update is expected to be completed. Additionally, provide written assurance that the LWP will be specific to your institution.</i> |
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**General Program Compliance: Smart Snacks in Schools**

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No findings.

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**General Program Compliance: Professional Standards**

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No findings.

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**General Program Compliance: Water Availability**

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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 2025 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:

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Congratulations! Buckeye Union High School District has completed the Administrative Review in the 2024-2025 School Year. Thank you for all of your hard work and organization throughout the administrative review process. It was a pleasure meeting you all during our video exit conference- thank you for working so diligently to assure that your students are receiving nutritious meals. I appreciate your enthusiasm and willingness to learn. Please let me know if you have any questions.

**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	\$7.92
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$36.09

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by December 15, 2024 to Amy Dixon Banire at [Amy.DixonBanire@azed.gov](mailto:Amy.DixonBanire@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.

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

This institution is an equal opportunity provider.