



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Yucca Elementary District  
CTD: 08-03-13  
Site: Yucca Elementary School

Contacts: Debbie Vincent, Head Teacher  
Trisha Spinello, Cafeteria Manager

Review Date: November 19, 2024

Exit Conference Date: November 19, 2024

Review Period: October, 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**

Not Applicable.

**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.

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

No Findings.

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

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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| 1 Meals served to teachers, administrators, custodians, and other adults were not priced so that the adult payment in combination with any per-lunch revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to cover the overall cost of the meal. Specifically, the district charges \$2.75 for breakfast and \$4.65 for lunch when the district should be charging \$2.84 for breakfast and \$4.84 for lunch according to the 2024-2025 school year Adult Meal Pricing Tool. | Discussed ways to determine adult meal prices which included a per meal cost analysis and pricing utilizing the Adult Meal Pricing Tool. Non-Pricing Sites: pricing adult meals to reflect the amount of reimbursement received for a free meal plus the per meal value of entitlement and bonus commodities for non-pricing programs. Pricing Site: the paid meal price plus the amount of reimbursement received for a paid meal plus the per meal value of entitlement and bonus commodities for pricing programs. Referred to Adult Meal Pricing Tool located on 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 steps which have been taken to increase adult meal prices, including the exact formula used to price adult meals. Additionally, please provide documentation demonstrating the prices have been increased to the appropriate level and documentation supporting that the difference between adult meal price charged and the required adult meal prices throughout the month of October 2024 has been restored to nonprofit school food service account using non-Federal funds.</i> |
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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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Not Applicable.

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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 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 Yucca Elementary District on completing the NSLP Administrative Review for school year 2024-2025. I'd like to take the time to recognize the passion presented in making sure all students receive a meal and encouraging them to try new things. The program staff has done such a wonderful job at maintaining the program. Thank you for the hospitality and the warm welcome. Keep up the great work!

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

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **February 6, 2025** to Danielle Kirksey at [Danielle.Kirksey@azed.gov](mailto:Danielle.Kirksey@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.