



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Ash Fork Joint Unified District
CTD: 13-02-31
Site: Ash Fork High School

Contacts: Seth Staples, Superintendent and Destany Alison, Food Service Director

Review Date: April 14, 2025
Exit Conference Date: April 14, 2025
Review Period: March 2025

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

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.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No findings.

Resource Management

No findings.

General Program Compliance: Civil Rights

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| 1 | The USDA nondiscrimination statement not printed on appropriate program materials. Specifically, the Summer outreach material did not include the USDA nondiscrimination 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 summer outreach material with the nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated to include the appropriate nondiscrimination statement.</i> |
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General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

No findings.

General Program Compliance: Competitive Food Services

Not applicable.

General Program Compliance: Professional Standards

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| 2 | The School Nutrition Program Director hired on or 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>Food safety certification was completed on July 1, 2022. No further corrective action is required.</i> |
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General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

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| 3 | The written food safety plan did not contain the required elements. Specifically, the food safety plan did not contain Standard Operating Procedures (SOPs) for washing fruits and vegetables, preventing cross contamination during storage and preparation and thermometer Calibration log. | Discussed that required elements for the food safety plan include: written Standard Operating Procedures (SOPs), menu items grouped according to the Process Approach, identified Critical Control Points, and established Critical Limits. Referred to Prototype (Template) Hazard Analysis Critical Control Point (HACCP) Food Safety Plan located on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety accordion. | <i>Please provide a copy of the updated food safety plan that contains all required elements.</i> |
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General Program Compliance: Reporting and Recordkeeping

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| 4 | Production record crediting is inaccurate. Specifically, the following items did not reflect correct crediting information: Salad Mixed and Tortilla. Also, cream cheese was credited as meat/meat alternate, when this item is non-creditable. | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Additionally discussed that crediting information is not a required element of a production record and therefore is not required to be included on the production record. 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 written description of changes made to ensure crediting is correctly reflected on production records. If the operation chooses not to include the optional crediting information on the production record moving forward, please provide production records for 5 consecutive days demonstrating that it is no longer included.</i> |
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General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach

No findings.

Other Federal Program Reviews: Afterschool Snack Program

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| 5 | An Afterschool Snack Program (ASP) monitoring review was not conducted within the first four weeks of operation. | Discussed Afterschool Snack Program (ASP) monitoring requirements. A sample ASP monitoring form can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational accordion. | <i>Please provide written steps that will be taken to ensure that the Afterschool Snack Program will be monitored once within the first four weeks of operation, including the individual responsible for completing the monitoring review. Additionally, please provide written assurance that documentation of monitoring reviews will be maintained for a minimum of 5 years.</i> |
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Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2025 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 on completing the Administrative Review for the 2024-2025 school year. Thank you for your hard work and cooperation during this process. You are doing a wonderful job implementing the School Nutrition Programs and it was a pleasure visiting your school. Please 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?

No- SBP Yes- SBP \$0.00
 No- NSLP Yes- NSLP \$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **May 21, 2025** to Amy Dixon Banire at 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.

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
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