



**Arizona Department of Education  
Health and Nutrition Services Division**

**Administrative Review Summary Report**

School Food Authority Name: Pearce Elementary District

CTD: 02-04-22

Site: Pearce Elementary School

Contacts: Kyle Hart, Superintendent / Estella Alvarez, NSLP Assistant

Review Date: December 8, 2021

Review Period: November 2021

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 & Benefit Issuance- Critical Area**

Not Applicable

**Performance Standard 1: Meal Counting & Claiming- Critical Area**

No Findings

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

On the day of review it was discovered that the carrots being offered fell below the 3/4 cup daily vegetable minimum, this was fixed prior to meal service and all lunches met K-8 Serve Only requirements. *None*

**Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area**

No Findings

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

No Findings

**Meal Access & Reimbursement: Verification**

No Findings

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

No Findings

---

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

---

- |   |   |  |   |
|---|---|--|---|
| 1 | Offer versus Serve (OVS) was not implemented properly. Specifically, students were not given the option to choose their milk variety. Milk variety was handed and determined by server. | Provided technical assistance on proper implementation of OVS and discussed with kitchen and point of service staff. Reviewed menu and discussed options for a reimbursable meal under OVS. USDA's Offer Versus Serve Manual, Effective beginning School Year 2015-2016 can be 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 tab. | <i>Please provide a written description demonstrating how OVS will be implemented properly. Additionally, please provide written assurance that moving forward, OVS will be implemented properly.</i> |
| 2 | Signage which explains what constitutes a reimbursable meal and includes the requirement to select 1/2 cup fruit or vegetable 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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning tab.   | <i>This was corrected on the day of review. No further corrective action required.</i>  |

---

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

---

No Findings

---

**Resource Management**

---

- |   |  |   |  |
|---|--|---|--|
| 3 | Net cash resources available in the nonprofit school food service account exceed the three month expenditure limit and approval from the ADE was not obtained.   | Discussed requirement that net cash resources must be limited to an amount that does not exceed 3 months average expenditures without prior approval from the ADE. Referred to 7 CFR 210.19.  | <i>Please provide documentation reflecting that net cash resources are below the 3 month average expenditure limit or provide a detailed spending plan to ADE for approval to maintain a balance in excess of the net cash resource limit.</i>   |
| 4 | 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. | Discussed ways to determine adult meal prices which included a per meal cost analysis or 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. Referred to HNS 27-2021 Guidance for Adult Meal Pricing in School Year 2021-2022 (SY 22). | <i>Please provide a written description of the steps which have been taken to increase adult meal prices and resolve the discrepancy, including the exact formula used to price adult meals. Additionally, please submit supporting documentation which reflects that prices have been increased to the appropriate level.</i> |

---

**General Program Compliance: Civil Rights**

---

No Findings

---

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

---

Not Applicable

---

**General Program Compliance: Local Wellness Policy**

---

- |   |  |  |   |
|---|--|--|---|
| 5 | The review and update of the Local Wellness Policy (LWP), as specified in the policy itself, is not occurring nor is documentation being kept on file to support this. | Discussed why the review and update is not occurring and what can be done to ensure this occurs as specified in the LWP. Discussed maintaining records to document compliance. 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 Tab. | <i>None required at this time.</i>      |
|   | None   | The SFA has opted into the Nationwide Waiver of Local School Wellness Policy Triennial Assessments in the National School Lunch and School Breakfast Programs. The new deadline to complete a triennial assessment is June 30, 2022.   | <i>No action required at this time.</i> |

---

**General Program Compliance: Competitive Food Services**

---

Not Applicable

---

**General Program Compliance: Professional Standards**

---

No Findings

---

**General Program Compliance: Water**

---

No Findings

---

**General Program Compliance: Food Safety, Storage and Buy American**

---

No Findings

---

**General Program Compliance: Reporting & Recordkeeping**

---

No Findings

---

**General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach**

---

No Findings

---

**Other Federal Program Reviews: Afterschool Snack Program**

---

Not Applicable

---

**Other Federal Program Reviews: Seamless Summer Option**

---

Will be reviewed in Summer 2022 if applicable.

---

**Other Federal Program Reviews: Fresh Fruit & 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! Pearce Elementary District has completed the Administrative Review for the 2021-22 school year. Thank you for your cooperation and hospitality during the review process. Please continue to 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      |
| <input checked="" type="checkbox"/> No- NSLP     | <input type="checkbox"/> Yes- NSLP     |
| <input checked="" type="checkbox"/> No- SSO SBP  | <input type="checkbox"/> Yes- SSO SBP  |
| <input checked="" type="checkbox"/> No- SSO NSLP | <input type="checkbox"/> Yes- SSO NSLP |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by February 11, 2022 to [Walter.Jacobson@azed.gov](mailto:Walter.Jacobson@azed.gov) .



1/12/2022

\_\_\_\_\_  
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 on the National School Lunch Program Administrative Review tab on the ADE website.

Equity for all students to achieve their full potential  
www.azed.gov – (602) 542-8700 – 1535 West Jefferson Street • Phoenix, Arizona 85007 Bin # 7  
This institution is an equal opportunity provider