



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

**Administrative Review Summary Report**

School Food Authority Name: Saddle Mountain Unified School District

CTD: 07-02-90

Site(s): Winters Well Elementary School

Contacts: Paul Tighe, Superintendent and Dorothy Hernandez, Food Service Director

Review Date: February 9, 2022

Review Period: January 2022

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 & Benefit Issuance - Critical Area**

Not applicable

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

No findings

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

No findings

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

No findings

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

No findings

**Meal Access & Reimbursement: Verification**

Not applicable

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

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|---|---|---|---|
| 1 | The site application in CNPWeb does not accurately reflect the counting and claiming procedures that were observed on-site. Specifically, the site application in CNPWeb indicates pre-k students are served/claimed at this site, however, pre-k students are not served/claimed at this site. | Advised SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes. | <i>Please submit a new site application in CNPWeb that accurately reflects the counting and claiming procedures. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.</i> |
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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 & Quantities**

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No findings

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**Resource Management**

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No findings

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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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No findings

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**General Program Compliance: Local Wellness Policy**

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|---|---|--|------------------------------------|
| 2 | The Local Wellness Policy (LWP) did not contain policies for food and beverage marketing. | Discussed updating the LWP to include policies that allow marketing and advertising of only those foods and beverages that meet Smart Snacks Standards during the school day. Explained that this requirement applies to exterior vending machines, posters, menu boards, coolers, trash cans and cups used for beverage dispensing. 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> |
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**General Program Compliance: Competitive Food Services**

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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**

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No findings

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

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|---|---|--|---|
| 3 | The written food safety plan included SOP for FFVP, however, this site does not operate FFVP. | Discussed removing SOP for FFVP. Additionally, discussed the written food safety plan must be site specific. | <i>Please provide a written description of monitoring approaches that will be put in place to ensure the written food safety plan is site specific.</i> |
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**General Program Compliance: Reporting & Recordkeeping**

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No findings

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**General Program Compliance: School Breakfast Program & 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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No findings

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

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Will be reviewed in Summer 2022 if applicable.

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**Other Federal Program Reviews: Fresh Fruit & 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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No findings

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Comments/Recommendations:

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Congratulations! Saddle Mountain Unified School District has completed the Administrative Review in the 2021-2022 SY. Thank you for all of your hard work and organization throughout the AR process. It was a pleasure working with you. 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?

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|--|--|-----|
| <input checked="" type="checkbox"/> No- SBP      | <input type="checkbox"/> Yes- SBP      | \$0 |
| <input checked="" type="checkbox"/> No- NSLP     | <input type="checkbox"/> Yes- NSLP     | \$0 |
| <input checked="" type="checkbox"/> No- SSO SBP  | <input type="checkbox"/> Yes- SSO SBP  | \$0 |
| <input checked="" type="checkbox"/> No- SSO NSLP | <input type="checkbox"/> Yes- SSO NSLP | \$0 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by March 7, 2022 to Jennifer McDonald at [Jennifer.McDonald@azed.gov](mailto:Jennifer.McDonald@azed.gov).



2/15/2022

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.

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