



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

Administrative Review Summary Report

School Food Authority Name: J O Combs Unified School District

CTD: 11-02-04

Site(s): J. O. Combs Middle School and Ranch Elementary School

Contacts: Greg Wyman, Superintendent and Yezica Hostetler, Food and Nutrition Supervisor

Review Date: February 22-23, 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

Meal Access & Reimbursement: Meal Counting & Claiming

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| 1 | The Free and Reduced-Price Policy Statement provided by the SFA does not reflect current practices and procedures observed on-site. | Referred them to FRPPS template on ADE's website at website at https://www.azed.gov/hns/nslp/forms under the Organizational tab. | <i>An updated and signed Free and Reduced-Price Policy Statement has already been provided. No further corrective action required.</i> |
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Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No findings

Resource Management

No findings

General Program Compliance: Civil Rights

2 The public/media release provided to local media, the unemployment office and local employers considering large layoffs did not contain all required sections.	Discussed schools operating SSO must provide public notification regarding the availability of school meals and the eligibility criteria at or near the beginning of the school year. For SY 2021-2022, schools participating in SSO should notify households that meals will be offered free through SSO. Referred to HNS 17-2021 & SP 15-2021 (Q10). Additionally, referred to the template release that can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Outreach tab.	<i>Please provide written procedures for distributing the public/media release and written assurance that the public/media release will be submitted to the local media, the unemployment office and local employers considering large layoffs prior to the start of each school year.</i>
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General Program Compliance: SFA On-Site Monitoring

No findings

General Program Compliance: Local Wellness Policy

3 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 https://www.azed.gov/hns/nslp/training under the Online Training Tab.	<i>None required at this time.</i>
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General Program Compliance: Competitive Food Services

No findings

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

4 J. O. Combs Middle School: Meal contribution crediting is not accurate for all recipes. Specifically, Cheese and Beef Nachos credits as 1.25oz/eq m/ma, not 2oz/eq m/ma.	Discussed updating recipes to reflect current products being used.	<i>An updated recipe for Cheese and Beef Nachos has already been received. No further corrective action required.</i>
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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

No findings

Comments/Recommendations:

Congratulations! J O Combs 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?

- | | | |
|--|--|-----------------|
| <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 type="checkbox"/> No- SSO SBP | <input type="checkbox"/> Yes- SSO SBP | N/A- Simplified |
| <input type="checkbox"/> No- SSO NSLP | <input type="checkbox"/> Yes- SSO NSLP | N/A- Simplified |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by March 25, 2022 to Jennifer McDonald at Jennifer.McDonald@azed.gov.



Reviewer Signature

March 4, 2022

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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