



Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Naco Elementary District

CTD: 02-03-23

Site(s): Naco Elementary School

Contacts: Timothy Mayclin, Superintendent and Celia Valenzuela Food Service Manager

Review Date: February 28, 2022

Review Period: January 2022

Programs Reviewed:

- Programs Reviewed: [checked] National School Lunch, [checked] School Breakfast, [unchecked] Afterschool Snack, [unchecked] Fresh Fruit & Vegetable, [unchecked] Special Milk, [unchecked] At-Risk Afterschool Meals

Table with 3 columns: 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

No Findings

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

No Findings

Meal Access & Reimbursement: Certification & Benefit Issuance

Not Applicable

Meal Access & Reimbursement: Verification

Not Applicable

Meal Access & Reimbursement: Meal Counting & Claiming

No Findings

Meal Pattern & Nutritional Quality: Offer Versus Serve

Not Applicable

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No Findings

Resource Management

- | | | |
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| <p>1 Observation: Net cash resources available in the nonprofit school food service account exceed the three month expenditure limit. Specifically, due to the submission of an inaccurate Annual Financial Report, excess cash was indicated.</p> | <p>Discussed requirement that net cash resources must be limited to an amount that does not exceed 3 months average expenditures without prior approval from ADE. Referred to 7 CFR 210.19. Additionally, discussed Annual Financial Report should accurately reflect all expenses and revenues toward the non-profit school food service account.</p> | <p><i>Sponsor submit a revised Annual Financial Report, no excess cash. No corrective action is required at this time.</i></p> |
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General Program Compliance: Civil Rights

No Findings

General Program Compliance: Local Wellness Policy

No Findings

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

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! Naco 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.

Elsa Ramirez March 17, 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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