



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

Administrative Review Summary Report

School Food Authority Name: Palominas Elementary School District 49

CTD: 02-03-49

Site: Palominas Elementary School

Contacts: Sherri Rosalik, Superintendent & Elizabeth Allen, Director of Food Services

Review Date: February 24, 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

1 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during breakfast 6 oz eq of Grain was offered and not the 8 oz eq minimum required. This was determined to not be a repeat finding from previous cycle and did not contribute toward fiscal action calculations.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving cereal daily and increasing grain offering). Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern tab. The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).	<i>Please provide a written description of the changes that have been made to ensure that weekly Grain quantities during breakfast meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Breakfast Menu must be submitted.</i>
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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

No Findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

No Findings.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No Findings.

Resource Management

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| 2 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> |
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General Program Compliance: Civil Rights

No Findings.

General Program Compliance: SFA On-Site Monitoring

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

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| 3 The Site Application in CNPWeb indicated that SFA is a Closed enrolled site using income applications. | Advised SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes. | <i>Please resubmit a Site Application that accurately reflects current operations. Additionally, please provide written assurance that the Sponsor Application in ADE's CNPWeb will accurately reflect current practices.</i> |
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| <p>4 Documentation did not support meal components were served on the day of review. Specifically, during breakfast 6 oz cups of Grape juice were served and production records inaccurately indicated 4 oz cups were offered.</p> | <p>Discussed requirements for recordkeeping and meal pattern requirements of juice. Discussed specific item and suggested changes.</p> | <p><i>Please provide a written description of the changes that will be made in the recordkeeping process to ensure that documentation supports that the meal pattern requirements were met. Additionally, please provide a written description of the changes that have been made to the menu to bring it into compliance with the meal pattern requirements.</i></p> |
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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 Participating.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2022 if applicable.

Other Federal Program Reviews: Fresh Fruit & Vegetable Program

Not Participating.

Other Federal Program Reviews: Special Milk Program

Not Participating.

Other Federal Program Reviews: At-Risk Afterschool Meals

Not Participating.

Comments/Recommendations:

Congratulations on completing the Administrative Review! Thank you for your hard work and cooperation during this process. It is evident that you are working hard to ensure your students are fed healthy meals in a welcoming environment.

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 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 April 25, 2022 to Joyce Benally at Joyce.Benally@azed.gov.



3/25/2022

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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