



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

**Administrative Review Summary Report**

School Food Authority Name: Salome Consolidated Elementary District

CTD: 15-04-30

Site(s): Salome Elementary School

Contacts: Susan Rohrig, Superintendent / Regina Freidel, Food Service Director

Review Date: February 16, 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**

1	Meal count totals by category for the month of review were not correctly combined and recorded. On 4 instances, meal count tally marks did not match the total number of meals written on the daily count sheet. This was deemed a non-systemic error due to human error 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.	<i>Please provide a written description of changes to the system that have been implemented to ensure that daily meal counts are combined and recorded accurately for the claim for reimbursement.</i>
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**Performance Standard 2: Meal Components & Quantities - Critical Area**

2	On the day of review, fluid milk was not available in at least two varieties for the full duration of the breakfast meal service. 13 students were served breakfast and did not have the option of at least two varieties of milk. This was not a repeat finding and did not contribute to fiscal action calculations.	Discussed variety requirement and feasible options for compliance. Allowable milk varieties are fat-free unflavored, fat-free flavored and 1% unflavored. Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).	<i>Please provide one week of breakfast production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast.</i>
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| 3 | Quantities observed during the review period did not meet minimum amounts required by the meal pattern. On 1/5/2022, 0.75 oz eq grain was served at lunch which did not meet the daily minimum requirement of 1.0 oz eq grain. This was not 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. Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern tab. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> 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 grain quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</i> |
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**Performance Standard 2: Dietary Specifications & Nutrient Analysis - Critical Area**

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No findings

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

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Not applicable

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**Meal Access & Reimbursement: Verification**

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Not applicable

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

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| 4 | Daily edit checks were not being conducted during the month of review. | Discussed how to complete daily edit checks using ADE's Daily Edit Check worksheet. The Daily Edit Check Worksheet 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 Operational tab. The Step-by-Step Instruction: How to Complete Daily Edit Checks 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 Library tab. | <i>Technical assistance was provided and daily edit checks were created and in use for the month of the day of review during the on-site visit. Please provide written assurance that daily edit checks will be conducted going forward.</i> |
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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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| 5 Offer versus Serve (OVS) was not implemented properly. Specifically, point of service staff were not trained on operating OVS. Therefore, students taking vegetables from the salad bar were not being monitored to ensure that 1/2 cup fruit or vegetable was being selected. | 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> |
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**Meal Pattern & Nutritional Quality: Meal Components & Quantities**

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| 6 Portion sizes observed on the day of review did not match the planned amounts. Specifically, the planned portion for spaghetti and meat sauce was 1 cup. However, portion sizes were inconsistent due to the use of a spaghetti serving spoon. | Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e., changes in serving utensils, recipes, retraining staff, etc.). Meal pattern requirements for the National School Lunch Program 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 Meal Pattern tab. | <i>Please provide a written description of the changes that have been made to ensure that portion sizes meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Using Appropriate Serving Utensils must be submitted.</i> |
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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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| 7 The public/media release provided to local media, the unemployment office and local employers considering large layoffs did not contain all required sections. Specifically, the public release did not include the income eligibility guidelines. | 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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Outreach tab. | <i>Please provide a copy of updated public media/release template which demonstrates compliance. Additionally, please provide written assurance that the public/media release provided to local media, the unemployment office and local employers considering large layoffs will contain all required sections.</i> |
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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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No findings

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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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| 8  | The written food safety plan included additional SOPs that were not relevant to the current program operations.   | Discussed sample SOPs and guidelines for Critical Control Points (CCPs) found in USDA's Guidance on creating a Food Safety 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 Food/Health Safety tab.   | <i>The additional SOPs have been removed from the food safety plan. Please provide written assurance that the food safety plan will be updated to reflect any changes in meal service operations in the future.</i>                     |
| 9  | The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed schools: Suncup juices (Argentina, Brazil, China, Chile, New Zealand), canned black olives (Morraco), and tomatoes (Mexico). Additionally, documentation justifying a Buy American exception was not maintained/on file. | Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar and FAQ. Funds used from the non-profit food service account must be used to procure food products that comply with the Buy American Provision. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, 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 Operational tab. Buy American Recorded Webinar and FAQ 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 Library tab. | <i>Please provide a written description of the changes that have been made to procurement and/or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i>                                    |
| 10 | The most recent food safety inspection report was not posted in a prominent location and was not visible to all program participants.   | Discussed making copies of most recent report and feasible places for posting.  | <i>Please provide a photo demonstrating that the most recent food safety inspection report has been posted in a location where the program participants can view it. Additionally, please specify where the report has been posted.</i> |

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| 11 | Documentation was not received to support that the school received two food safety inspections from the local health department each school year, or that the school requested two food safety inspections each year from the local health department. | Discussed that each site operating must obtain two food safety inspections from the local health department per school year or maintain documentation to show that two food safety inspections were requested from the local health department each school year.  | <i>Please provide written assurance that documentation to show that two food safety inspections were received and/or requested from the local health department each school year will be maintained.</i> |
| 12 | Storage violations were observed. Specifically, canned goods were not stored 6 inches off the floor.   | Discussed specific violations and feasible solutions. Referred to Arizona's School Food Safety Guidance 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 Food/Health Safety tab. Additionally, discussed Food Safety Online Courses can be found on ICN's website at <a href="https://theicn.org/icn-resources-a-z/food-safety/">https://theicn.org/icn-resources-a-z/food-safety/</a> . | <i>Please provide a written description of the changes that have been made to correct the storage violations found.</i>  |

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**General Program Compliance: Reporting & Recordkeeping**

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| 13 | Meal component crediting information was not accurate on the production records during the day of review and month of review for the following items: spaghetti with meat sauce (1/3/22, 2/16/22), dinner roll (1/3/22, 2/16/22), macaroni and cheese (1/4/22), beef tacos (1/5/22), shredded lettuce (1/5/22), chicken sandwich (1/6/22), macaroni salad (1/6/22), and biscuit (2/16/22). | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources 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>Please provide updated production records with accurate crediting.</i>   |
| 14 | Production record crediting and recipe crediting are inconsistent. Specifically, production records indicate that 1/2 cup serving of Mexican-style rice contribute 0.5 oz eq grain. However, according to the ingredient amounts and number of servings stated on the recipe, each serving would provide 0.25 oz eq grain.   | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources 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>Please provide updated recipes and production records with consistent and accurate crediting.</i>  |
| 15 | Recipes provided did not contain all required sections. The recipe for beef tacos stated inaccurate serving size and ingredient amounts (corn taco shells and ground beef).  | Discussed all menu items that contain more than 1 ingredient must have a standardized recipe. Standardized recipes must include the following information: recipe name, recipe number, ingredients and amounts, serving size, recipe yield, preparation instructions, HACCP process, and HACCP instructions. Standardized Recipe Template 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>Please provide an updated recipe for beef tacos. Additionally, please provide written assurance that all recipes will be updated with accurate ingredient amounts and serving sizes.</i> |

16 Recipes provided did not contain all required sections. The recipe for macaroni salad stated incorrect serving size.	Discussed all menu items that contain more than 1 ingredient must have a standardized recipe. Standardized recipes must include the following information: recipe name, recipe number, ingredients and amounts, serving size, recipe yield, preparation instructions, HACCP process, and HACCP instructions. Standardized Recipe Template 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>Please provide an updated recipe for macaroni salad. Additionally, please provide written assurance that all recipes will be updated with accurate serving sizes.</i>
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**General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach**

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17 Documentation was not provided that households were notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year.	Discussed methods of notifying families of the availability of the SFSP prior to the end of the school year and determined which was most feasible. Summer feeding locations can be found at <a href="https://www.azhealthzone.org/">https://www.azhealthzone.org/</a> .	<i>Please provide a description of how households will be notified of the availability of the SFSP prior to the end of the school year and written assurance that this will occur. If you do not plan to operate the SFSP and no other entities reasonably close to your site operate the SFSP, please provide a description of other community resources that will be provided to households prior to the end of the school year.</i>
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**Other Federal Program Reviews: Afterschool Snack Program**

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Not applicable

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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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Not applicable

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**Comments/Recommendations:**

Congratulations- Salome Consolidated Elementary District has completed the Administrative Review for School Year 2021-2022. Thank you for your hard work and diligence during the review process. Your commitment to serving healthy and safe meals to your students is evident. 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.

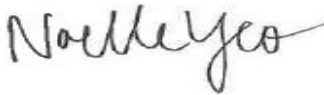
Training: In-person classes, web-based training and How-To guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>.

Fiscal Action Assessed?

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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 |
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Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by April 8, 2022 to Noelle Yeo at [Noelle.Yeo@azed.gov](mailto:Noelle.Yeo@azed.gov).



3/15/2022

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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