



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

Administrative Review Summary Report

School Food Authority Name: Union Elementary District

CTD: 07-04-62

Site(s): Dos Rios Elementary

Contacts: Kristine Morris, Administrator ; Kala Suchan, 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

No Findings

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

No Findings

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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| 1 | Equipment was purchased with an acquisition cost greater than \$5,000 and prior approval from the ADE was not obtained. | Discussed requirement that all equipment purchases with a per unit acquisition cost of \$5,000 or more must be pre-approved by ADE. Discussed that costs that would otherwise be allowable may be made unallowable by the action or inaction of the SFA. Additionally, the Capital Expenditure Pre-Approval Request Form can be found on the ADE's website at https://www.azed.gov/hns/nslp/forms under the Financial tab. | <i>Please provide a written description of the circumstances which caused the equipment to be purchased before obtaining State Agency approval. Additionally, please provide a written plan that outlines the steps which will be taken to ensure equipment with an acquisition cost greater than \$5,000 will not be purchased with the nonprofit school food service account without receiving prior approval from ADE.</i> |
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General Program Compliance: Civil Rights

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| 2 | 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 https://www.azed.gov/hns/nslp/forms 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

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

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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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| 4 | The Free and Reduced-Price Policy Statement provided by the SFA does not reflect current practices and procedures observed on-site. Specifically, the current policy acknowledges the former food service director as an authorized signer and has not been updated to include the new food service director. | Referred them to FRPPS template on ADE's website at website at https://www.azed.gov/hns/nsfp/forms under the Organizational tab. | <i>Please provide an updated and signed Free and Reduced-Price Policy Statement. Additionally, please provide written assurance that moving forward, the Free and Reduced Price-Policy Statement will reflect current practices.</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:

Thank you for your participation in the NSLP Administrative Review! It was a pleasure to meet program staff and participants during observations. It is clear that the program operates with integrity and a passion to ensure children are happily fed nutritious meals during their day. 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 |
| <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.

Please submit corrective action response by April 8, 2022 to Brandon.Estrada@azed.gov



3/10/2022

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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