



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

**Administrative Review Summary Report**

School Food Authority Name: Young Elementary District

CTD: 04-03-05

Site: Young Elementary School

Contacts: Patrick O'Donnell, Administrator / Starla Zimmerschied, Cafeteria Director

Review Date: February 17, 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**

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.

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**Meal Pattern & Nutritional Quality: Meal Components & Quantities**

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No Findings.

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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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No Findings.

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**General Program Compliance: SFA On-Site Monitoring**

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Not Applicable.

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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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Not Applicable.

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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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No Findings.

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**General Program Compliance: Reporting & Recordkeeping**

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|---|--|--|---|
| 1 | The fruit servings did not reflect the accurate component contributions on the production records for breakfast and lunch for the week of review and day of review. Despite component contribution errors, all fruit quantity requirements were met for breakfast and lunch. | Discussed utilizing alternative production records that do not reference contributions or cross-checking to ensure proper amounts are listed. Discussed Production Record requirements. A sample Production Record (no menu contributions) 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 for breakfast and lunch 1/10 through 1/13 and 2/17 to reflect the proper contributions OR provide a completed copy of the Production Record (no menu contributions).</i> |
|---|--|--|---|

2 The following product could not be credited towards the meal pattern due to insufficient documentation: Breakfast 1/10 Ham.

Discussed requirements regarding processed product documentation and provided examples. USDA Food Fact Sheets can be found on USDA's website at <http://www.fns.usda.gov/fdd/nsfp-usda-foods-fact-sheets/>. The CN Labels and Product Formulation Statements Recorded Webinar & Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nsfp/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).

*Please provide a Child Nutrition (CN) label and/or Product Formulation Statement (PFS) for the ham slices utilized for breakfast. If unable to provide a CN label or PFS, please provide written assurance that the product will no longer be offered/served to students. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be provided.*

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**General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach**

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No Findings.

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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:**

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Congratulations! Young 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/nsfp/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/nsfp/training>.**

Fiscal Action Assessed?

No- SBP

Yes- SBP

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|--|--|
| <input checked="" type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP     |
| <input type="checkbox"/> No- SSO SBP         | <input type="checkbox"/> Yes- SSO SBP  |
| <input 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 22, 2022 to Walter Jacobson at [Walter.Jacobson@azed.gov](mailto:Walter.Jacobson@azed.gov) .



3/24/2022

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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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