



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

**Administrative Review Summary Report**

School Food Authority Name: Apache Junction Unified District

CTD: 11-02-43

Site(s): Four Peaks Elementary School

Contacts: Heather Wallace, Superintendent and Karen Warhus, Food Service Director

Review Date: January 31, 2022

Review Period: December 2021

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
<b>Performance Standard 1: Certification &amp; Benefit Issuance - Critical Area</b>			
	N/A		

<b>Performance Standard 1: Meal Counting &amp; Claiming - Critical Area</b>			
	No Findings		

<b>Performance Standard 2: Meal Components &amp; Quantities - Critical Area</b>			
1	During the day of review, milk substitutions did not meet requirements. Juice was substituted for milk for 3 children.	Provided nutrient requirements for milk substitutes <b>and</b> discussed options for meal service. Q&As - Milk Substitution for Children with Medical or Special Dietary Needs (Non-Disability) can be found on FNS website at <a href="http://www.fns.usda.gov/qas-milk-substitution-children-medical-or-special-dietary-needs-non-disability/">http://www.fns.usda.gov/qas-milk-substitution-children-medical-or-special-dietary-needs-non-disability/</a> .	<i>If planning to continue offering a fluid milk substitute, please provide a copy of the nutrition facts label of the product that will be used that meets the nutrition requirements. If a fluid milk substitute will no longer be offered, please provide a written description of procedures that will be implemented to ensure only complete meals will be counted for reimbursement.</i>

<b>Performance Standard 2: Dietary Specifications &amp; Nutrient Analysis - Critical Area</b>			
	No Findings		

<b>Meal Access &amp; Reimbursement: Certification &amp; Benefit Issuance</b>			
	N/A		

<b>Meal Access &amp; Reimbursement: Verification</b>			
	N/A		

<b>Meal Access &amp; Reimbursement: Meal Counting &amp; Claiming</b>			
	No Findings		

<b>Meal Pattern &amp; Nutritional Quality: Offer Versus Serve</b>			
	No Findings		

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

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| 2 | Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast or lunch. | Discussed feasible options for signage and potential content, plan for creating and posting. Recommended adding the Offer vs. Serve signage to the cart used to deliver food to the classroom or post signage in classrooms. Printable POS Signage can be found on ADE's website at <a href="https://www.azed.gov/hns/nsfp/forms">https://www.azed.gov/hns/nsfp/forms</a> under the Menu Planning tab. Serve only signage: 7 CFR 210.10(a) (2) - <a href="https://www.ecfr.gov/cgi-bin/text-idx?SID=7c831fcd0cb88faea8bbf932a5795035&amp;mc=true&amp;node=pt7.4.210&amp;rgn=div5#se7.4.210_110">https://www.ecfr.gov/cgi-bin/text-idx?SID=7c831fcd0cb88faea8bbf932a5795035&amp;mc=true&amp;node=pt7.4.210&amp;rgn=div5#se7.4.210_110</a> . | <i>Please provide the sign that will be displayed to students that demonstrates what constitutes a reimbursable meal at breakfast and lunch. Additionally, please provide written assurance that this sign will be displayed for all students to see.</i> |
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**Resource Management**

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| 3 | 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. SFA is charging \$2.50 for breakfast and \$4.30 for lunch for adult meals, which does not meet the minimum \$2.72 adult breakfast price and \$4.58 adult lunch price. | 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**

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| 4 | Medical statement for students with special dietary accommodations does not contain a timeframe and does not indicate if the modification is temporary or permanent. | Discussed required sections of the medical statement for students with special dietary accommodations. Referred to Medical Statement for Students with Special Dietary Accommodations found on ADE's website at <a href="https://www.azed.gov/hns/nsfp/forms">https://www.azed.gov/hns/nsfp/forms</a> under the Operational tab. Step-by-Step Instruction: How to Complete the Medical Statement for Students with Special Dietary Accommodations can be found on ADE's website at <a href="https://www.azed.gov/hns/nsfp/training">https://www.azed.gov/hns/nsfp/training</a> under the Online Training Library tab. | <i>Please provide a copy of the updated Special Dietary Needs Form that will be used for this purpose. Additionally, the certificate of completion of Step-by-Step Instruction: How to Complete the Medical Statement for Students with Special Dietary Accommodations must be submitted.</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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No Findings

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**General Program Compliance: Reporting & Recordkeeping**

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No Findings

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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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N/A

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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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N/A

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**Other Federal Program Reviews: Special Milk Program**

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N/A

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**Other Federal Program Reviews: At-Risk Afterschool Meals**

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N/A

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**Comments/Recommendations:**

Congratulations! Apache Junction Unified District has completed the Administrative Review for the 2021-2022 school year. Thank you for your hospitality and sense of urgency during the review process. You are doing an outstanding job implementing the SBP and NSLP. It is evident that you are working hard to ensure your students are fed healthy meals everyday.

**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 May 26, 2022 to Adri Koslan at [adri.koslan@azed.gov](mailto:adri.koslan@azed.gov).



4/25/22

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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