



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

Administrative Review Summary Report

School Food Authority Name: Avondale Elementary District

CTD: 07-04-44

Sites: Copper Trails and St. John Vianney Catholic School

Contacts: Betsy Hargrove, Superintendent & Linda Sharrett, Director of Food and Nutrition

Review Date: March 9 & 16, 2022

Review Period: February 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	On the day of review, it was observed that 2 meals during breakfast at Copper Trails counted for reimbursement did not contain all of the required meal components.	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 the changes that have been made to ensure that all meals counted for reimbursement contain all of the required meal components.</i>
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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

No findings.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No findings.

Resource Management

No findings.

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

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| 2 | The written food safety plan did not include adequate SOPs for the Afterschool Snack Program (ASP) at Copper Trails and St. John Vianney Catholic School. | Discussed that the food safety plan should be site specific and include SOPs for ASP. Sample SOPs can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety tab. | <i>Please develop and provide a copy of the SOPs for ASP that will be added to the written food safety plan.</i> |
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General Program Compliance: Reporting & Recordkeeping

No findings.

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

No findings.

Other Federal Program Reviews: Afterschool Snack Program

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| 3 | The Afterschool Snack Program (ASP) monitoring review was not conducted within the first four weeks of operation at Copper Trails and St. John Vianney Catholic School. | Discussed ASP monitoring requirements and that it needs to be conducted within the first four weeks of operation, as well as one additional time during the year. | <i>Please provide written assurance that the ASP will be monitored once within the first four weeks of operation and one additional time during the school year, and that documentation to support this will be maintained.</i> |
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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

Not Applicable.

Comments/Recommendations:

Congratulations on completing the Administrative Review! Thank you for your hard work and cooperation during this process. You are all doing a wonderful job implementing the School Nutrition Programs and successfully navigating all of the current challenges. Please 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?

- | | | |
|--|--|---------------|
| <input checked="" type="checkbox"/> No- SBP | <input type="checkbox"/> Yes- SBP | \$9.13 |
| <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 13, 2022 to Lindsey.Cler@azed.gov.



4/15/2022

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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