



Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Ash Fork Joint Unified District
CTD: 13-02-31
Site: Ash Fork Elementary School

Contacts: Seth Staples, Superintendent, Robert Broehm, Food Service, Sally Dexter, Food Service Consultant

Review Date: April 7, 2022

Review Period: March 2022

Programs Reviewed: [checked] National School Lunch [checked] School Breakfast [ ] Afterschool Snack
[ ] Fresh Fruit & Vegetable [ ] Special Milk [ ] At-Risk Afterschool Meals

Table with 3 columns: No., Review Observations & Findings, Technical Assistance Provided, Required Corrective Action. Rows include 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 (No Findings), Meal Pattern & Nutritional Quality: Meal Components & Quantities (No Findings), Resource Management (No Findings).

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**General Program Compliance: Civil Rights**

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1 Procedures for receiving and processing complaints alleging discrimination within the school meal programs are not in place.	Discussed that procedures should be specific to school meal programs and should be forwarded to an outside agency (i.e., ADE, USDA). The SFA's procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA's complaint process be a prerequisite for accepting a complaint. Additional guidance can be found on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> . The Step-by-Step Instruction: How to File a Civil Rights Complaint can be found on ADE's website at <a href="https://www.azed.gov/hns/nsp/training">https://www.azed.gov/hns/nsp/training</a> under the Online Training Library tab.	<i>Please provide a written description of the process and procedures for processing complaints alleging discrimination within FNS School Meal Programs.</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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2 Temperature logs for food are not being maintained.	Discussed requirement for maintaining temperature logs for food. Temperature logs must be maintained for 6 months. Monitoring forms can be found on ADE's website at <a href="https://www.azed.gov/hns/nsp/forms">https://www.azed.gov/hns/nsp/forms</a> under the Food/Health Safety tab.	<i>Please provide a copy of the temperature log that will be used for food as well as written assurance that logs will be kept daily and maintained on-file for 6 months.</i>
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**General Program Compliance: Reporting & Recordkeeping**

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No Findings

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

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| 3 | Households were not notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year. | Discussed requirement to notify families of the availability of the SFSP prior to the end of the school year even if the SFA is not operating summer feeding. The SFA should provide information on where to find other sites in the area that are operating SFSP. 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.</i> |
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**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**

Not Applicable

**Comments/Recommendations:**

Congratulations on completing the Administrative Review! Thank you for your hard work and cooperation during this process. You are doing a wonderful job implementing the School Nutrition Programs and it was a pleasure visiting your school. Please keep up the great work!

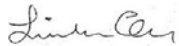
**To stay on track with NSLP requirements, check out the NSLP at a Glance Calendar & Monthly Checklist on our website at <https://www.azed.gov/hns/nslp/forms> under the Calendars and Checklists tab.**

**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?**

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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 |

Please submit corrective action response by May 27, 2022 to [Lindsey.Cler@azed.gov](mailto:Lindsey.Cler@azed.gov).



May 6, 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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