



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

**Administrative Review Summary Report**

School Food Authority Name: Lake Havasu Unified District

CTD: 08-02-01

Site: Jamaica Elementary School & Thunderbolt Middle School

Contacts: Dr. Rebecca Stone, Superintendent & Anne Taffe, Child Nutrition Supervisor

Review Date: April 12-13, 2022

Review Period: March 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
<b>Performance Standard 1: Certification &amp; Benefit Issuance - Critical Area</b>			
	Not Applicable		
<b>Performance Standard 1: Meal Counting &amp; Claiming - Critical Area</b>			
	No Findings		
<b>Performance Standard 2: Meal Components &amp; Quantities - Critical Area</b>			
	No Findings		
<b>Performance Standard 2: Dietary Specifications &amp; Nutrient Analysis - Critical Area</b>			
	No Findings		
<b>Meal Access &amp; Reimbursement: Certification &amp; Benefit Issuance</b>			
	Not Applicable		
<b>Meal Access &amp; Reimbursement: Verification</b>			
	Not Applicable		
<b>Meal Access &amp; Reimbursement: Meal Counting &amp; Claiming</b>			
	No Findings		
<b>Meal Pattern &amp; Nutritional Quality: Offer Versus Serve</b>			
1	Signage which explains what constitutes a reimbursable meal and includes the requirement to select 1/2 cup fruit or vegetable was not displayed to students during lunch at Jamaica Elementary.	Discussed requirement for reimbursable meal signage specific to OVS to be posted during meal service. Printable POS Signage 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 the sign that has been displayed explaining what constitutes a reimbursable meal and includes the requirement to select 1/2 cup fruit or vegetable. Additionally, please provide written assurance that this sign will be displayed for all students to see.</i>
<b>Meal Pattern &amp; Nutritional Quality: Meal Components &amp; Quantities</b>			
	No Findings		

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**Resource Management**

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| 2 | The Revenue Ratio (proportion of total revenue from the sale of nonprogram foods to the total revenue of the school food service account) was not equal to or greater than the Food Cost Ratio (proportion of total food costs associated with obtaining nonprogram foods to the total costs associated with obtaining program and nonprogram foods from the account). | Discussed revenue from nonprogram food requirements and continuing to use the nonprogram revenue tool to determine compliance when reimbursement rates change and ways to increase revenue from the sale of nonprogram food if needed. | <i>SFA already raised prices of a la carte items. No further corrective action required.</i> |
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**General Program Compliance: Civil Rights**

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| 3 | The USDA nondiscrimination statement was not printed on appropriate program materials; the breakfast and SFSP outreach materials. | Discussed where to find nondiscrimination statement on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> . | <i>Please provide an updated program material with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</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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| 4 | The Local Wellness Policy (LWP) did not contain policies for food and beverage marketing. | Discussed updating the LWP to include policies that allow marketing and advertising of only those foods and beverages that meet Smart Snacks Standards during the school day. Explained that this requirement applies to exterior vending machines, posters, menu boards, etc. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Tab. | <i>None required at this time.</i> |
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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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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:**

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?**

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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 **June 10, 2022** to Lindsey Cler at [Lindsey.Cler@azed.gov](mailto:Lindsey.Cler@azed.gov).



May 13, 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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