



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

Administrative Review Summary Report

School Food Authority Name: Humboldt Unified District

CTD: 13-02-22

Sites: Bradshaw At-Risk Site, Glassford Hill Middle School, Mingus Springs Charter School & Mountain View Elementary School

Contacts: Jody Buckle, Director of Child Nutrition & John Pothast, Superintendent

Review Date: May 3-5, 2022

Review Period: April 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
	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		
	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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| 1 | Temperature logs for food storage areas are not being maintained. | Discussed requirements for maintaining food storage area temperature logs. Temperature logs for food storage areas must be maintained for 6 months. Monitoring forms can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety tab. Additionally, Food Safety Online Courses can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ . | <i>Please provide a copy of the temperature log that will be used for food storage areas as well as written assurance that logs will be kept daily and maintained on-file for 6 months.</i> |
| 2 | Non-domestic products were documented when they were purchased, however, the reason for utilizing the Buy American exception was not documented. | In addition to tracking how often the non-domestic items are purchased, the SFA must document the reason the Buy American exception was utilized. Referred to ADE's prototype Buy American exception form, which can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational tab. More guidance can be found in SP 38-2017, under HNS/USDSA Memos https://www.azed.gov/hns/memos . | <i>Please provide a written description of the changes that have been made to recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i> |

General Program Compliance: Reporting & Recordkeeping

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| 3 | The portion size per serving of entrée items was missing from the production records during lunch at Glassford Hill Middle School. | Discussed required sections of production records and including the portion size per serving. The Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library tab. | <i>Please provide a copy of lunch production records for 1 day at Glassford Hill as well as written assurance that all records will be maintained for 5 years.</i> |
| 4 | The portion size of the raisins was incorrectly recorded on the production records during lunch at Mountain View Elementary School | Discussed required sections of production records and including the correct portion size of dried fruit. The Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library tab. | <i>Please provide a copy of lunch production records that served raisins for 1 day at Mountain View as well as written assurance that all records will be maintained for 5 years.</i> |

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

No Findings

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

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| 5 | Serving size of snacks was not documented on the production records during At Risk Afternoon Snack. | Discussed documenting serving size of snack components on production records during At Risk Afterschool Snack so it's clear the meal pattern is being met. | Please provide copies of completed At-Risk Afterschool Snacks production records for 1 week and written assurance that the serving size will be documented on the production records. |
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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, especially with breakfast in the classroom and offering a great variety on your salad bars for students!


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 | \$0 |
| <input checked="" type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP | \$0 |
| <input checked="" type="checkbox"/> No- SSO SBP | <input type="checkbox"/> Yes- SSO SBP | \$0 |
| <input checked="" type="checkbox"/> No- SSO NSLP | <input type="checkbox"/> Yes- SSO NSLP | \$0 |

Please submit corrective action response by July 8, 2022 to Lindsey Cler at Lindsey.Cler@azed.gov.



June 10, 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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