



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

Administrative Review Summary Report

School Food Authority Name: Mayer Unified School District

CTD: 13-02-43

Site(s): Mayer Elementary School

Contacts: Susie Allen- Food Service Director, Michael Carbone- Finance Director, Dean Slaga-Superintendent

Review Date: April 27, 2022

Review Period: March 2022

Programs Reviewed:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> National School Lunch | <input checked="" type="checkbox"/> School Breakfast | <input checked="" type="checkbox"/> Afterschool Snack |
| <input type="checkbox"/> Fresh Fruit & Vegetable | <input type="checkbox"/> Special Milk | <input checked="" type="checkbox"/> 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

1	The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed schools or at off-site storage facilities: Suncup Apple juice. Additionally, documentation justifying a Buy American exception was not maintained/on file.	Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar and FAQ. Funds used from the non-profit food service account must be used to procure food products that comply with the Buy American Provision. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational tab. Buy American Recorded Webinar and FAQ 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 written description of the changes that have been made to procurement and/or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i>
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General Program Compliance: Reporting & Recordkeeping

No Finding

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

No Finding

Other Federal Program Reviews: Afterschool Snack Program

No Findings

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

No Findings

Comments/Recommendations:

Thank you for your hard work to maintain these programs at your site.

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 |
| <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 **06/09/2022** to lilian.scott@azed.gov.



5/17/2022

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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