



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

**Administrative Review Summary Report**

School Food Authority Name: Santa Cruz Valley Union High School District

CTD: 11-05-40

Site: Santa Cruz Valley Union High School

Contacts: Orlanda Roberts, Superintendent / Debi Tabeling, Business Manager

Review Date: March 30, 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
-----	--------------------------------	-------------------------------	----------------------------

**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**

---

- |   |   |  |   |
|---|---|--|---|
| 1 | Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast and lunch. | Discussed feasible options for signage and potential content, plan for creating and posting. 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>This was corrected on-site. No further corrective action required.</i> |
|---|---|--|---|

---

**Resource Management**

---

No Findings

---

**General Program Compliance: Civil Rights**

---

No Findings

---

**General Program Compliance: SFA On-Site Monitoring**

---

Not Applicable

---

**General Program Compliance: Local Wellness Policy**

---

- |   |  |  |   |
|---|--|--|---|
| 2 | There is not a designated Local Wellness Policy (LWP) oversight official.  | Discussed LWP requirements. 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>Please provide a written plan for how the missing element of the LWP will be included. The plan should include draft language of the element to be added, who will be involved in updating the LWP and the date the update is expected to be completed. Additionally, provide written assurance that the LWP will be specific to your institution.</i> |
| 3 | The public is not being notified of the existence and contents of the Local Wellness Policy (LWP).   | Discussed feasible means of notifying the public about the LWP. 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>  |
| 4 | The review and update of the Local Wellness Policy (LWP), as specified in the policy itself, is not occurring nor is documentation being kept on file to support this. | Discussed why the review and update is not occurring and what can be done to ensure this occurs as specified in the LWP. Discussed maintaining records to document compliance. 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>  |

- |   |   |   |                                    |
|---|---|---|------------------------------------|
| 5 | The required stakeholders are not being permitted to be involved in the review and update of the Local Wellness Policy (LWP).                                       | Discussed LEAs must permit participation by the general public and school community (including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators) in the wellness policy process. Guidance on assembling a Local Wellness Policy Team can be found on Team Nutrition's website at <a href="https://www.theicn.org/cnss/community-connection/assembling-the-team/">https://www.theicn.org/cnss/community-connection/assembling-the-team/</a> . 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> |
| 6 | Potential stakeholders are not made aware of their ability to participate in the development, review, update and implementation of the Local Wellness Policy (LWP). | Discussed feasible means of notifying potential stakeholders of their ability to participate. 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> |
| 7 | A recent assessment of the implementation of the Local Wellness Policy (LWP) has not been conducted nor have plans been developed to complete the assessment.       | Discussed requirement to complete an assessment once every three years, at a minimum. The assessment must measure how the LEA is complying with their LWP, how the LEA's LWP compares to the model wellness policy, and progress made in attaining the goals of the wellness policy. Additionally, discussed feasible means for notifying the public of the results of the most recent assessment. Sample evaluation tools 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 Local Wellness Policy tab. Local Wellness Policy Assessment: Making it Meaningful 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> |

---

**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**

---

- |   |   |   |   |
|---|---|---|---|
| 8 | Storage violations were observed. Specifically, a box of apples was not stored 6 inches off the floor.                                | Discussed specific violations and feasible solutions. Referred to Arizona's School Food Safety Guidance 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 Food/Health Safety tab. Additionally, discussed Food Safety Online Courses can be found on ICN's website at <a href="https://theicn.org/icn-resources-a-z/food-safety/">https://theicn.org/icn-resources-a-z/food-safety/</a> . | <i>Please provide a written description of the changes that have been made to correct the storage violations found.</i> |
| 9 | The most recent food safety inspection report was not posted in a prominent location and was not visible to all program participants. | Discussed making copies of most recent report and feasible places for posting.  | <i>This was corrected on-site. No further corrective action required.</i>   |

---

**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**

---

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! Santa Cruz Valley Union High School District has completed the Administrative Review for the 2021-22 school year. Thank you for your cooperation and hospitality during the review process. Please continue to 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      |
| <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 July 13, 2022 to Walter Jacobson at [Walter.Jacobson@azed.gov](mailto:Walter.Jacobson@azed.gov) .



6/14/2022

\_\_\_\_\_  
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.

Equity for all students to achieve their full potential  
www.azed.gov – (602) 542-8700 – 1535 West Jefferson Street • Phoenix, Arizona 85007 Bin # 7  
This institution is an equal opportunity provider