



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

**Administrative Review Summary Report**

School Food Authority Name: Amphitheater Unified District

CTD: 10-02-10

Site(s): Amphitheater Middle School, Copper Creek Elementary School, Frances Owen Holaway Elementary School and L M Prince School

Contacts: Todd Jaeger, Superintendent and Teresa Cribbs, Food Service Director

Review Date: May 11 – 12, 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
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**Performance Standard 1: Certification & Benefit Issuance - Critical Area**

Not Applicable

**Performance Standard 1: Meal Counting & Claiming - Critical Area**

<p>1 Observation: Breakfast in the classroom roster and count sheet at Amphitheater Middle School had lines slashed through that can have a potential for not providing an accurate reimbursable meal count.</p>	<p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. When meal services do not support that reimbursable meal counts are accurate and are deemed a systemic error it can result in fiscal action calculations. A full recalculation of breakfast served for the months will be conducted if this occurs.</p>	<p><i>None required at this time.</i></p>
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**Performance Standard 2: Meal Components & Quantities - Critical Area**

No Finding.

**Performance Standard 2: Dietary Specifications & Nutrient Analysis - Critical Area**

No Finding.

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**Meal Access & Reimbursement: Certification & Benefit Issuance**

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No Finding.

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**Meal Access & Reimbursement: Verification**

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Not Applicable.

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**Meal Access & Reimbursement: Meal Counting & Claiming**

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No Finding.

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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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| 2 Observation: Signage which explains what constitutes a reimbursable meal was displayed to students with the requirement to select a fruit or vegetable was displayed, but did not specify 1/2 cup. Confirmed all servings of fruit and vegetables are a 1/2 cup minimum. | Discussed feasible options for signage and potential content only if fruit and vegetable serving sizes are not a 1/2 cup serving. 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>None required at this time.</i> |
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**Meal Pattern & Nutritional Quality: Meal Components & Quantities**

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No Finding.

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**Resource Management**

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No Finding.

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**General Program Compliance: Civil Rights**

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No Finding.

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

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No Finding.

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**General Program Compliance: Local Wellness Policy**

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No Finding.

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**General Program Compliance: Competitive Food Services**

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No Finding.

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**General Program Compliance: Professional Standards**

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No Finding.

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**General Program Compliance: Water**

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No Finding.

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**General Program Compliance: Food Safety, Storage and Buy American**

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No Finding.

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**General Program Compliance: Reporting & Recordkeeping**

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| 3 | Production Records do not accurately reflect what is being served at all sites. Specifically, during the Review Period for lunch vegetables served to all students were not appropriately recorded on production records when carrots and celery were served. | Discussed listing out vegetables instead of relying solely on recipes that are meant for a single entree. Production Record Templates 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. The Production Record Overview Recorded Webinar & Webinar Slides 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 Library tab. | <i>Please provide written assurance that production records will accurately reflect what is being served daily. Additionally, the certificate of completion of Production Record Overview must be provided.</i> |
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**General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach**

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No Finding.

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**Other Federal Program Reviews: Afterschool Snack Program**

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Not Participating.

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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 Participating.

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**Other Federal Program Reviews: Special Milk Program**

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No Finding.

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**Other Federal Program Reviews: At-Risk Afterschool Meals**

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No Finding.

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**Comments/Recommendations:**

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Congratulations! Amphitheater Unified District has completed the Administrative Review for the 2021-2022 school year. Thank you for your hospitality, organization, and sense of urgency during the review process. Your team works seamlessly to provide such an outstanding job implementing the National School Lunch Program, School Breakfast Program and At-Risk Afterschool Meals. It is evident that you are working hard to ensure your students are fed healthy, delicious meals in a supportive environment.

**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	\$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

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by August 25, 2022 to Joyce Benally at [Joyce.Benally@azed.gov](mailto:Joyce.Benally@azed.gov).

**Joyce Benally** Digitally signed by Joyce Benally  
Date: 2022.07.22 13:50:09  
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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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