



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

Administrative Review Summary Report

School Food Authority Name: Santa Cruz Valley Unified District

CTD: 12-02-35

Site(s): Grab N Go East Route, Rio Rico High School

Contacts: David Verdugo, Superintendent & Isela Brown, Business Manager

Review Date: March 16, 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
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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

No Findings.

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

Not Applicable.

General Program Compliance: Professional Standards

No Findings.

General Program Compliance: Water

No Findings.

General Program Compliance: Food Safety, Storage and Buy American

No Findings.

General Program Compliance: Reporting & Recordkeeping

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| 1 | Production records for breakfast and lunch provided did not contain all required sections: Specifically, production record left over section is not completed adequately. | Discussed required sections of production records. Production Record Templates can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. 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 copies of completed breakfast and lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years. Additionally, the certificate of completion of Production Record Overview must be provided.</i> |
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| 2 | Production record crediting and supporting nutrition crediting are inconsistent. Specifically, production records indicate 8 fl. Oz. of juice is served during breakfast when the servings are 4 fl. Oz. cups. | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. | <i>Please provide updated supporting nutrition documents and production records with consistent crediting for juice during breakfast.</i> |
| 3 | Production records during the review period did not accurately reflect what is provided at meal service. Specifically, during breakfast and lunch a variety of fresh fruit is offered daily and not listed on production records. | Discussed required sections of production records. Production Record Templates can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. 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 copies of completed breakfast production records for 5 consecutive days that include all fresh fruit offered at breakfast, as well as written assurance that all records will be maintained for 5 years.</i> |
| 4 | Production records during the review period did not accurately reflect what is provided at meal service. Specifically, during the Review Period, production records did not include the daily salad bar items. | Discussed required sections of production records. Production Record Templates can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. 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>Compliance confirmed on-site and Salad Bar Production Records were obtained. Please provide written assurance Daily Salad Bar Production Records will be maintained. Additionally, please provide copies of completed lunch production records for 5 consecutive days that include all daily Salad Bar items.</i> |

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

No Findings.

Other Federal Program Reviews: Afterschool Snack Program

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| 5 | Snacks served during a non-school day are being counted toward the claim for reimbursement. Specifically, during the review period snacks were served on Saturday, 2/12/2022. This contributed toward fiscal action calculations. | Discussed alternative options for serving snacks during non-school periods including operating CACFP's At-Risk Meal Program. Referred to ADE's Afterschool Care Snack Program and At-Risk Afterschool Meals webpage at https://www.azed.gov/hns/afterschool . | <i>Please provide a written description of how snacks will be served and claimed moving forward. Please provide written assurance that snacks served during non-school days will not be counted toward the claim for reimbursement through Afterschool Care Snack Program.</i> |
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Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2022 if applicable.

Other Federal Program Reviews: Fresh Fruit & Vegetable Program

Not Participating.

Other Federal Program Reviews: Special Milk Program

Not Participating.

Other Federal Program Reviews: At-Risk Afterschool Meals

No Findings.

Comments/Recommendations:

Congratulations! Santa Cruz Valley Unified District has completed the Administrative Review for the 2021-2022 school year. Thank you for your hospitality during the review process. Your team does an outstanding job implementing the National School Lunch Program, School Breakfast Program and Afterschool Care Snack Program. 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	\$40
<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	\$36

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by August 18, 2022 to Joyce Benally at Joyce.Benally@azed.gov.

Joyce Benally Digitally signed by Joyce Benally
Date: 2022.06.30 20:13:03
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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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