



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

Administrative Review Summary Report

School Food Authority Name: Yarnell Elementary District
 CTD: 13-03-52
 Site(s): Yarnell Elementary School

Contacts: Patty Foote, Kitchen Manager and Lori Bomar, Head Teacher/Administrator

Review Date: May 17, 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

No Findings

Performance Standard 2: Meal Components & Quantities - Critical Area

1	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, Red/Orange Vegetable subgroup offerings did not meet the weekly requirement by the meal pattern. This was determined to be a repeat finding from previous cycle and contributed toward fiscal action calculations.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, recipes, etc.). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).	<i>Please provide a written description of the changes that have been made to ensure that Red/Orange Vegetable Subgroup quantities meet minimum amounts required by the meal pattern.</i>
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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

Not Applicable

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No Findings

Resource Management

- | | | | |
|---|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| 2 | Meals served to teachers, administrators, custodians, and other adults were not priced in compliance with USDA and ADE requirements. | The SFA Referred to HNS 27-2021 Guidance for Adult Meal Pricing in School Year 2021-2022 prior to the submission of Phase 1 documentation related to the administrative review. At that time, and as discussed in the off-site assessment tool, the district began the process of updating the established Adult meal prices to their compliant amounts in the month of May 2022. | <i>Please submit supporting documentation which reflects that prices have been increased to the appropriate level.</i> |
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General Program Compliance: Civil Rights

- | | | | |
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| 3 | The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically, the civil rights complaint form and summer food service program outreach communications. | Discussed where to find nondiscrimination statement on ADE's website at https://www.azed.gov/hns/civilrights and whether long or short statement would be most appropriate. | <i>Please provide an updated civil rights complaint form and summer food service program outreach material with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i> |
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General Program Compliance: SFA On-Site Monitoring

Not Applicable

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

No Findings

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:

Thank you for your participation in the NSLP Administrative Review. 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 type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	0
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$123.19
<input checked="" type="checkbox"/> No- SSO SBP	<input type="checkbox"/> Yes- SSO SBP	\$149.16
<input checked="" type="checkbox"/> No- SSO NSLP	<input type="checkbox"/> Yes- SSO NSLP	\$277.20

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 30, 2022 to Brandon.Estrada@azed.gov .



6/28/2022

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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