



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Scottsdale Unified District

CTD: 07-02-48

Sites: Cheyenne Traditional School, Pima Elementary School, Saguaro High School, Tonalea Middle School, Boys & Girls Club of Guadalupe and Chandler/Gilbert Family YMCA

Contacts: Dr. Scott Menzel, Superintendent and Patti Bilbrey, Director, Nutrition Services

Review Date: January 10-11, 2023

Review Period: December 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 and Benefit Issuance – Critical Area | | | |

No Findings.

Performance Standard 1: Meal Counting and Claiming – Critical Area

No Findings.

Performance Standard 2: Meal Components & Quantities – Critical Area

No Findings.

Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area

No Findings.

Meal Access & Reimbursement: Certification and Benefit Issuance

No Findings.

Meal Access & Reimbursement: Verification

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| 1 The verification sample size used was not correct based on the number of applications eligible for verification. Specifically, 54 applications should have been verified; however, 55 applications were actually verified. | Discussed correct calculation of sample size and which applications are subject to verification. Discussed attending ADE's Drop-in Workshop: Preparing for Verification. Referred to Verification Sample Size Calculator and Online Training: Verification Review found on ADE's website at https://www.azed.gov/hns/nslp/training . Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion. | <i>Written procedures for how the verification sample size will be determined in the future has already been provided. No further corrective action is required.</i> |
| 2 Direct verification procedures were not followed correctly. Specifically, one selected student was verified through Direct Verification; however, the household was contacted to provide income documentation. Reviewer confirmed this was a one-time error and not part of normal verification practices. | Discussed if a student was directly verified, verification is complete for the household. In this case, do not contact the household to provide income documentation. Referred to Online Training: Verification Review ADE's website at https://www.azed.gov/hns/nslp/training . Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion. | <i>Please provide written procedures for conducting direct verification and written assurance that direct verification will be conducted according to the required procedures.</i> |
| 3 The notice of adverse action did not meet the requirements. Specifically, it indicated an appeal must be requested within 30 calendar days; however, an appeal must be requested within 10 calendar days. | Discussed an appeal must be filed within the 10 calendar days advance notice period to ensure continued benefits while awaiting a hearing and decision. Additionally, discussed requirements for notifying households of adverse action, including timelines and dates to be included on the notice. Referred to Letter of Verification Results and Online Training: Verification Review found at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion. | <i>An updated notice of adverse action has already been provided. No further corrective action is required.</i> |

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| Meal Access & Reimbursement: Meal Counting and Claiming | | |
| No Findings. | | |
| Meal Pattern & Nutritional Quality: Offer Versus Serve | | |
| No Findings. | | |
| Meal Pattern & Nutritional Quality: Meal Components and Quantities | | |
| No Findings. | | |
| Resource Management | | |
| No Findings. | | |
| Procurement | | |
| No Findings. | | |
| General Program Compliance: Civil Rights | | |
| 4 | The USDA nondiscrimination statement used on the Letter of Verification Results is not the most current USDA statement. | 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>An updated Letter of Verification Results with the correct nondiscrimination statement has already been provided. No further corrective action is required.</i> |
| 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

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| 5 The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed schools: Suncup Juice and Apple & Eve 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 accordion. 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 accordion. | <i>Buy American exception forms as well as detailed velocity reports indicating purchase dates has already been provided. No further corrective action is required.</i> |
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General Program Compliance: Reporting and Recordkeeping

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| 6 Country Sausage & Egg Breakfast Sandwich recipe provided is not accurate. Specifically, this is a blended recipe that allows for choice of cheese; however, 1 slice of Cheddar Cheese and 1 slice of American Cheese credit differently. | 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 and https://foodbuyingguide.fns.usda.gov/ . | An updated recipe for Country Sausage & Egg Breakfast Sandwich has already been provided. No further corrective action is required. |
| 7 Assorted Mini Pancakes w/ String Cheese recipe provided is not accurate. Specifically, it credits as 2oz eq grain and 1oz eq m/ma while the recipe states 2oz eq grain. Additionally, the ingredients section calls for 5 string cheese; however, it should call for 3 string cheese. | 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 and https://foodbuyingguide.fns.usda.gov/ . | An updated recipe for Assorted Mini Pancakes w/ String Cheese has already been provided. No further corrective action is required. |

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| <p>8 Cheeseburger recipe provided is not accurate. Specifically, this is a blended recipe that allows for choice of cheese; however, 1 slice of Cheddar Cheese and 1 slice of American Cheese credit differently.</p> | <p>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 and https://foodbuyingguide.fns.usda.gov/.</p> | <p>An updated recipe for Cheeseburger has already been provided. No further corrective action is required.</p> |
| <p>9 Turkey Ham & Cheese Sandwich recipe provided is not accurate. Specifically, this is a blended recipe that allows for choice of cheese; however, 1 slice of Cheddar Cheese and 1 slice of American Cheese credit differently.</p> | <p>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 and https://foodbuyingguide.fns.usda.gov/.</p> | <p>An updated recipe for Turkey Ham & Cheese Sandwich has already been provided. No further corrective action is required.</p> |
| <p>10 Turkey & Cheese Sub recipe provided is not accurate. Specifically, this is a blended recipe that allows for choice of cheese; however, 1 slice of Cheddar Cheese and 1 slice of American Cheese credit differently.</p> | <p>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 and https://foodbuyingguide.fns.usda.gov/.</p> | <p>An updated recipe for Turkey & Cheese Sub has already been provided. No further corrective action is required.</p> |
| <p>11 Milk recipe provided is not accurate. Specifically, it indicates 100 servings; however, the ingredients section calls for 105 cartons of milk.</p> | <p>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 and https://foodbuyingguide.fns.usda.gov/.</p> | <p>An updated recipe for Milk has already been provided. No further corrective action is required.</p> |
| <p>12 Pepperoni Bosco Stick recipe provided is not accurate. Specifically, it credits as 4.5oz eq grain while the recipe states 4oz eq grain.</p> | <p>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 and https://foodbuyingguide.fns.usda.gov/.</p> | <p>An updated recipe for Pepperoni Bosco Stick has already been provided. No further corrective action is required.</p> |

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| <p>13 Baby Carrots recipe provided is not accurate. Specifically, the package size in the recipe title states a 1.6oz package; however, the ingredients list calls for a 2oz package. Additionally, the crediting is not consistent with a 1.6oz package or a 2oz package.</p> | <p>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 and https://foodbuyingguide.fns.usda.gov/.</p> | <p>An updated recipe for Baby Carrots has already been provided. No further corrective action is required.</p> |
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General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach

No Findings.

Other Federal Program Reviews: Afterschool Snack Program

No Findings.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2023 if applicable.

Other Federal Program Reviews: Fresh Fruit and 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:

Congratulations! Scottsdale Unified District has completed the Administrative Review in the 2022-2023 SY. Thank you for all of your hard work and organization throughout the AR process. It was a pleasure working with you and your staff. You are doing an outstanding job implementing the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program (ASP) 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. 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?

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| <input checked="" type="checkbox"/> No- SBP | <input type="checkbox"/> Yes- SBP | \$0 |
| <input checked="" type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP | \$0 |

Fiscal Action under \$600 will be disregarded.

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 under the Reviews Conducted by the State Agency accordion on ADE's National School Lunch and School Breakfast Program webpage.

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