



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Higley Unified School District

CTD: 07-02-60

Site(s): Sossaman Middle School ; Higley Traditional Academy ; Bridges Elementary School

Contacts: Tyler Moore, Chief Financial Officer ; Rebecca Cook, Food Service Analyst ; Ben Geller, Food Services Manager

Review Date: October 26-27, 2022

Review Period: September 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 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			
	No Findings		
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

Procurement

No Findings

General Program Compliance: Civil Rights

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|---|---|--|--|
| 1 | The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically the document concerning Meal Charge Policies. | 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 program material with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i> |
| 2 | The font size of USDA's nondiscrimination statement is smaller than the rest of the text on notification letters. | Discussed printing requirements for the nondiscrimination statement. Referred to FNS Instruction 113-1 and SNP Guidance Manual. | <i>Please provide a copy of an updated notification letter which demonstrates compliance. Additionally, please provide written assurance that the font size of the nondiscrimination statement on all notification letters will be no smaller than the text of the document.</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

3	Employees were not appropriately categorized per Professional Standards definitions. Specifically, The SFA; Tyler Moore, was not included as the District Program Director upon initial assessment.	Reviewed all employees with NSLP related responsibilities and helped SFA categorize employees appropriately. Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program or Seamless Summer Option in Program Year 2022 can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Build Your Employees Training Plans tab. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Courses tab.	<i>Please provide a written description of how it will be ensured that employees are appropriately categorized per Professional Standards definitions.</i>
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General Program Compliance: Water

No Findings

General Program Compliance: Food Safety, Storage and Buy American

No Findings

General Program Compliance: Reporting and Recordkeeping

4	The Sponsor Application in CNPWeb indicated that SFA is using the notification letter provided by ADE when the SFA is using a custom notification letter.	Discussed steps required to update the Sponsor Application in CNPWeb to reflect current practice of utilizing a custom notification letter. A revised Sponsor Application indicating that a custom notification letter is being used has been approved.	<i>Please provide written assurance that the Sponsor Application in ADE's CNPWeb will accurately reflect current practices.</i>
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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 Applicable

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2023 if applicable.

Other Federal Program Reviews: Fresh Fruit and Vegetable Program

No Applicable

Other Federal Program Reviews: Special Milk Program

No Applicable

Other Federal Program Reviews: At-Risk Afterschool Meals

No Applicable

Comments/Recommendations:

Thank you for your participation in the NSLP Administrative Review! During my time working with the program and district staff, it was clear that all reasonable efforts are made to ensure a safe and healthy nutrition environment for all students. Keep up the good 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?

☒ No- SBP ☐ Yes- SBP
☒ No- NSLP ☐ Yes- NSLP

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by January 13, 2023 to Brandon.Estrada@azed.gov

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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