



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Patagonia Union High School District

CTD: 12-05-20

Site: Patagonia Elementary School

Contacts: Kenneth Hayes, Superintendent and Angelica Lucero, Business Manager

Review Date: December 14, 2022

Review Period: November 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

1	Fluid milk was not available in at least two varieties at breakfast. Specifically, during the day of review fluid milk was not available in at least two varieties throughout the serving period. This was determined to not be a repeat finding from previous cycle and did not contribute toward fiscal action calculations.	Discussed variety requirement and feasible options for compliance. Allowable milk varieties are fat-free unflavored, fat-free flavored and 1% unflavored. Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).	<i>Please provide one week of breakfast production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast.</i>
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2	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly grain quantities were insufficient at lunch; 7.0 oz eq grain was provided when 8.0 oz eq grain is required. This was determined to be a repeat finding from the 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. Meal pattern requirements for the National School Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).	<i>Please provide a written description of the changes that have been made to ensure that weekly grain quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</i>
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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

3	Direct verification procedures were not followed correctly. Specifically, the selected student was verified through Direct Verification, however, the household was contacted to provide income documentation.	Discussed if a student was 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>
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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

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| 4 | The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, the menu have the incorrect short 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>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> |
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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 | A copy of the written food safety plan was not made available at each site. Specifically, a written food safety plan was not accessible to employees for use during meal preparation or meal service at Patagonia Elementary School. | Discussed that this should be easily available at each food preparation and food service site and that staff should be aware of its existence. | <i>Please provide written assurance that a copy of the written food safety plan has been made available at each site.</i> |
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General Program Compliance: Reporting and Recordkeeping			
6	Production records for lunch provided did not contain all required sections: Specifically, production records for the daily salad bar are not being 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 accordion. 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 accordion.	<i>Please provide copies of completed lunch salad bar 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>
General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach			
No Findings.			
Other Federal Program Reviews: Afterschool Snack Program			
Not Participating.			
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 Participating.			
Other Federal Program Reviews: Special Milk Program			
Not Participating.			
Other Federal Program Reviews: At-Risk Afterschool Meals			
Not Participating.			

Comments/Recommendations:

Congratulations! Patagonia Union High School District has completed the administrative review for the 2022-2023 school year. Thank you for your hospitality, organization, and sense of urgency during the review process. Your team works together in order to implement the School Nutrition Programs. 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	\$214.67

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 1, 2023 to Joyce Benally at Joyce.Benally@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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