



## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Payson Unified District

CTD #: 04-02-10

Site: Payson Elementary School

Contacts: Mrs. Linda Gibson, Superintendent and Mary Jo Turvey-Kammerude, Food Service Coordinator

Review Date: February 13, 2023

Review Period: January 2023

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
<b>Performance Standard 1: Certification and Benefit Issuance – Critical Area</b>			
1	Multiple applications were certified incorrectly or utilized incomplete information. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications, Reviewing Applications Based on Income, Assessing Completeness of Categorically Eligible Applications, Determining Eligibility for Categorically Eligible Applications section(s) in USDA's Eligibility Manual for School Meals found on ADE's website at <a href="https://www.azed.gov/hns/nsip">https://www.azed.gov/hns/nsip</a> under the Guidance Manuals accordion. Required -OR- Suggested completing the training: Step-by-Step Instruction: How to Process Household Applications found on ADE's website at <a href="https://www.azed.gov/hns/nsip/training">https://www.azed.gov/hns/nsip/training</a> under the Online Training Library accordion.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to reduce the amount of errors that occur while determining the eligibility status for each student. Additionally, the certificate of completion of Step-by-Step Instruction: How to Process Household Applications must be submitted.</i>

#### 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

<b>Meal Access &amp; Reimbursement: Certification and Benefit Issuance</b>		
No Findings		
<b>Meal Access &amp; Reimbursement: Verification</b>		
No Findings		
<b>Meal Access &amp; Reimbursement: Meal Counting and Claiming</b>		
No Findings		
<b>Meal Pattern &amp; Nutritional Quality: Offer Versus Serve</b>		
No Findings		
<b>Meal Pattern &amp; Nutritional Quality: Meal Components and Quantities</b>		
No Findings		
<b>Resource Management</b>		
No Findings		
<b>Procurement</b>		
No Findings		
<b>General Program Compliance: Civil Rights</b>		
2	The Civil Rights Compliance form is not being completed correctly.	Discussed requirement for completing form and how to collect racial/ethnic data from program participants. The form can be found on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> . The Step-by-Step Instruction: How to Complete the Civil Rights Compliance Form can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion.
		No further corrective action needed at this time. Form was corrected and submitted on day of review.
<b>General Program Compliance: SFA On-Site Monitoring</b>		
No Findings		
<b>General Program Compliance: Local Wellness Policy</b>		
No Findings		

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**General Program Compliance: Competitive Food Services**

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Not Applicable

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**General Program Compliance: Professional Standards**

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No Findings

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**General Program Compliance: Water**

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No Findings

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**General Program Compliance: Food Safety, Storage and Buy American**

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No Findings

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**General Program Compliance: Reporting and Recordkeeping**

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| 3 | CNP Web application does not reflect current practices. Specifically, At-Risk Afterschool was approved for Payson Elementary School, however, the school is not participating in At-Risk Afterschool. | Discussed steps required to update sponsor application in CNPWeb to reflect current participation in At-Risk Afterschool. | <i>Please resubmit a site/sponsor application indicating that Payson Elementary School is not currently participating in At-Risk. Additionally, 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**

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| 4 | Outreach to families regarding the availability of the School Breakfast Program (SBP) was not conducted at the beginning of the school year. | Discussed methods of notifying families of the availability of the SBP at the start of the school year. Additionally, discussed SBP outreach must include: serving times, locations where breakfast is available, and SBP costs. | <i>Please provide documentation that demonstrates how households are notified of the availability of the SBP at the beginning of the school year. Additionally, please provide a written description of how households will be notified of the availability of the SBP at the beginning of the school year and written assurance that this will occur.</i> |
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**Other Federal Program Reviews: Afterschool Snack Program**

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Not Applicable

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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2023 if applicable.

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**Other Federal Program Reviews: Fresh Fruit and Vegetable Program**

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Not Applicable

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**Other Federal Program Reviews: Special Milk Program**

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Not Applicable

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**Other Federal Program Reviews: At-Risk Afterschool Meals**

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No Findings

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**Comments/Recommendations:**

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Payson Unified District has completed the Administrative Review for the 2022-2023 school year. Thank you for your hospitality and sense of urgency during the review process. You are doing a great job implementing the SBP, NSLP, and At-Risk Programs. It is evident that you are continuously working to ensure your students are fed healthy meals.

**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 checked="" type="checkbox"/> Yes- SBP	\$2.17
<input type="checkbox"/> No- NSLP	<input checked="" type="checkbox"/> Yes- NSLP	\$3.64

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **April 24, 2023** to Adri Koslan at [adri.koslan@azed.gov](mailto:adri.koslan@azed.gov).

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Reviewer Signature	Date
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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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