



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Pinon Unified District

CTD: 09-02-04

Site: Pinon Elementary School

Contacts: Chris Ostgaard, Superintendent and Bobbie Slivers, Food Service Liaison

Review Date: March 22, 2023

Review Period: February 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
Performance Standard 1: Certification and Benefit Issuance – Critical Area			
	Not applicable.		
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

No findings.

Procurement

No findings.

General Program Compliance: Civil Rights

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| 1 | The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, the parent notification letter. | 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>Correction has been made during the on-site review, and updated material was provided. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i> |
| 2 | The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically, summer and SBP out reach materials. | 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 summer and SBP out reach materials with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i> |

General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

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| 3 | The Local Wellness Policy (LWP) did not contain all required elements. Specifically, the LWP did not contain goals for nutrition promotion. | Discussed feasible options for nutrition promotion goals that can be written into the LWP. Discussed activity ideas which included offering contests, surveys, promotions and/or taste testing, providing information to families to encourage consumption of healthy foods at home, and displaying nutrition and health posters throughout campus. Team Nutrition Resources can be found at http://www.teamnutrition.usda.gov/ . The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training accordon. | <i>None required at this time.</i> |
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4	The Local Wellness Policy (LWP) did not contain all required elements. Specifically, the LWP did not contain specific goals for other school-based activities that promote student wellness.	Discussed developing a LWP with goals for other school-based activities. Discussed other school-based activity ideas which included the HealthierUS School Challenge, offering staff wellness training to inspire them to serve as role models, sponsoring health fairs and incorporating school gardens and/or the Farm to School Program. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training accordion.	<i>Please provide a written plan for how specific goals for other school-based activities that promote student wellness will be added to the LWP. The plan should include draft language of the element to be added, who will be involved in updating the LWP, and the date the update is expected to be completed. Additionally, provide written assurance that the LWP will be specific to your institution.</i>
5	The Local Wellness Policy (LWP) did not contain all required elements. Specifically, the LWP did not contain policies for food and beverage marketing.	Discussed updating the LWP to include policies that allow marketing and advertising of only those foods and beverages that meet Smart Snacks Standards during the school day. Explained that this requirement applies to exterior vending machines, posters, menu boards, coolers, trash cans and cups used for beverage dispensing. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training accordion.	<i>Please provide a written plan for how n policies for food and beverage marketing will be added to the LWP. The plan should include draft language of the element to be added, who will be involved in updating the LWP and the date the update is expected to be completed. Additionally, provide written assurance that the LWP will be specific to your institution.</i>
6	The Local Wellness Policy (LWP) did not contain all required elements. Specifically, the LWP did not contain a description of public involvement, public updates, policy leadership, and/or evaluation plan.	Discussed that local wellness policies are required to include a description of public involvement, public updates, policy leadership, and evaluation plan. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training accordion.	<i>Please provide a written plan for how a description of public involvement, public updates, policy leadership, and evaluation plan will be added to the LWP. The plan should include draft language of the element to be added, who will be involved in updating the LWP and the date the update is expected to be completed. Additionally, provide written assurance that the LWP will be specific to your institution.</i>

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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| 7 | The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed schools or at on-site storage facilities: 100% Apple Juice and fruit punch, made in the USA. Contains concentrate from USA, Argentina, Brazil, China, Chile, and/or New Zealand. Broccoli Cucumbers, and banana (Mexico), mandarin oranges (China) and pineapple tidbits and chunks (Asia) and Tropical Fruit (Thailand). 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/nsip/forms under the Operational accordon. Buy American Recorded Webinar and FAQ can be found on ADE's website at https://www.azed.gov/hns/nsip/training under the Online Training Library accordon. | <i>Correction has been made during on-site review. Please provide a written description of the changes that have been made to recordkeeping procedures, to ensure that the requirements of the Buy American Provision are met.</i> |
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General Program Compliance: Reporting and Recordkeeping

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| 8 | The site application in CNPWeb did not reflect current practices. Specifically, it stated the site was not implementing Offer versus Serve for breakfast, when it was observed that Offer versus Serve was implemented at breakfast. | Discussed reporting requirements for CNPWeb application and who would be responsible for submitting. | <i>The CNPWeb site application has been updated to reflect current practices. No further corrective action is required.</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 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, Pinon Unified District, has successfully completed the Administrative Review for the 22-23 school year. Thank you for your cooperation during the review process. Please remember that we have a variety of trainings (in-person and online) to assist you and your staff in operating a successful National School Lunch Program.

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	\$0.00
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **May 31, 2023** to Amy Dixon Banire at Amy.Dixonbanire@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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