



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Liberty Elementary District

CTD: 07-04-25

Sites: Blue Horizons Elementary School and Estrella Mountain Elementary School

Contacts: Lori Shough, Superintendent and Elizabeth Strickler, Executive Director of Finance

Review Date: February 22–23, 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
Performance Standard 1: Certification and Benefit Issuance – Critical Area			
1	One application was certified incorrectly. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications and Reviewing Applications Based on Income sections 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>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.</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.		
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		
No findings.		
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		
No findings.		
General Program Compliance: Reporting and Recordkeeping		
2	<p>Production record crediting is inaccurate. Specifically, Egg & Turkey Sausage Biscuit Sandwich served at Blue Horizons Elementary School on January 4, 2024 credited as 2.0 oz eq meat/meat alternate; however, the production record indicated it contained 2.25 oz eq meat/meat alternate.</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 accordion.</p>
		<p><i>Please provide a production record that reflects the correct crediting information for Egg & Turkey Sausage Biscuit. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p>
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

Not applicable.

Comments/Recommendations:

Congratulations! Liberty Elementary 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 marvelously together in order to do an outstanding job implementing the Child 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	\$0.00
<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 March 31, 2023 to Kariann Sadlon at Kariann.Sadlon@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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