



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Douglas Unified District

CTD: 02-02-27

Site(s): Joe Carlson Elementary School and Stevenson Elementary School.

Contacts: Ana Samaniego and Jesus Pineda

Review Date: April 25 and 26, 2023

Review Period: March 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			
	Not applicable		
Meal Access & Reimbursement: Verification			
	Not applicable		
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

- | | | | |
|---|---|--|---|
| 1 | The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, the menus did not include the correct nondiscrimination 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>SFA updated the nondiscrimination statement on the form menus on the day of the site visit. Therefore, no corrective action is needed.</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

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

No findings

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! Douglas Unified District has completed the Administrative Review for the 2022-2023 school year. Thank you for your cooperation and hospitality during the review process. Please continue to keep up the great 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.

Elsa Ramirez May 23, 2023

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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