



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Page Unified School District #8

CTD: 03-02-08

Sites: Desert View Elementary Intermediate

Tse'yaato' High School

Contacts: Bryce Anderson- Superintendent

Lori Wilson - Business Manager

Corinne Lister- PUSD Nutrition Liaison

Review Date: May 3-4, 2023

Review Period: April 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
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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

1	Meals served to preschool students did not meet meal pattern requirements. Specifically, cereal exceeded the sugar limit: Lucky Charms cereal contains 9 grams of sugar per 1 dry ounce. This contributed toward fiscal action calculations.	Discussed cereal served must not have more than 6 grams of sugar per 1 dry ounce. Referred to SP 01-2018 Updated Infant and Preschool Meal Patterns in the National School Lunch Program and School Breakfast Program; Questions and Answers. Meal pattern requirements for CACFP can be found on ADE's website at https://www.azed.gov/hns/cacfp under the Meal Pattern accordion. ADE Shopping Guide for Cereal can be found on ADE's website at https://www.azed.gov/hns/cacfp/progrmforms/ under the Identifying and Preparing Nutritious and Creditable Foods section.	<i>Please provide supporting documentation (i.e., product label and Nutrition Facts label) for the cereal product that will replace the Lucky Charms. Additionally, provide written assurance that cereal served to preschool students will not exceed the sugar limit.</i>
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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

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| 2 | Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically, the contact phone and fax numbers were not up to date. | Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., SA, FNSRO, FNS Office of Civil Rights, or USDA Office of Civil Rights). The SFA's procedures must note whether an allegation is made verbally or in person. The SFA staff member receiving the allegation must transcribe the complaint. The SFA's procedures for receiving a complaint cannot prevent a complaint from being accepted. Additionally, the SFA's procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA's complaint process be a prerequisite for accepting a complaint. Additional guidance can be found on ADE's website at https://www.azed.gov/hns/civilrights . The Step-by-Step Instruction: How to File a Civil Rights Complaint can be found on ADE's website at https://www.azed.gov/hns/nsfp/training under the Online Training Library accordion. | Corrected on-site. No further corrective action required. |
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| 3 | The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically, the Summer Food Service Program flyer. | 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> |

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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| 4 | A copy of the written food safety plan was not made available each site. Specifically, the food safety plan was stored in the office away from both school kitchens. | 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

No Findings.

General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach

No Findings.

Other Federal Program Reviews: Afterschool Snack Program

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| 5 | The Afterschool Snack Program (ASP) monitoring review was not conducted within the first four weeks of operation and one additional time during the school year. | Discussed ASP monitoring requirements. A sample ASP monitoring form can be found on ADE's website at https://www.azed.gov/hns/nsfp/forms under the Operational accordon. | <i>Please provide written assurance that the ASP will be monitored once within the first four weeks of operation and one additional time during the school year, and that documentation to support this will be maintained.</i> |
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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 Page Unified School District #8! You have completed the Administrative Review for School Year 2022-2023. Despite all of the complications you all were able to push through and be organized while still serving your students health and nutritious meals. Thank you for your hospitality and warm welcome.

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	\$40.00
<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 **June 25, 2023** to Danielle Kirksey at Danielle.Kirksey@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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