



## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: First Mesa Elementary School

CTD: 09-91-04

Site: First Mesa Elementary

Contacts: Alma Siquah, Principal / Emily Mutz, Food Service Manager

Review Date: May 9, 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
<b>Performance Standard 1: Certification and Benefit Issuance – Critical Area</b>			

*No Findings*

### Performance Standard 1: Meal Counting and Claiming – Critical Area

1	Meal count totals by category for breakfast and lunch during the review period were not correctly combined and recorded. This was deemed a non-systemic error and contributed toward fiscal action calculations.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.	<i>Please provide a written description of changes to the system that have been implemented to ensure that meal service lines provide an accurate count by eligibility category.</i>
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### Performance Standard 2: Meal Components & Quantities – Critical Area

2	The following products could not be credited towards the meal pattern due to insufficient documentation: egg patty and sausage patty (used in the breakfast sandwich served on 4/4/2023). Meal Pattern requirements were met for breakfast on 4/4/2023. Specifically, 2.0 oz eq grain was served (english muffin). Meat/meat alternate is not required at breakfast, but may be used towards the grain requirement if at least 1.0 oz eq grain has been served.	Discussed requirements regarding processed product documentation and provided examples. USDA Food Fact Sheets can be found on USDA's website at <a href="https://www.fns.usda.gov/fdd/nsfp-usda-foods-fact-sheets/">https://www.fns.usda.gov/fdd/nsfp-usda-foods-fact-sheets/</a> . The CN Labels and Product Formulation Statements Recorded Webinar & Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nsfp/training">http://www.azed.gov/hns/nsfp/training</a> under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).	<i>Please provide a Child Nutrition (CN) label and/or Product Formulation Statement (PFS) for the egg patty and sausage patty. If unable to provide a CN label or PFS, please provide written assurance that the product will no longer be offered/served to students to meet meal pattern requirements. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation.</i>
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| <p>3 The following menu item could not be credited towards the meal pattern due to insufficient documentation: PB&amp;J Sandwich. Without sufficient documentation, the reviewer was unable to determine if the daily grain requirements were met on 4/4/23 and weekly grain requirements were met for the review period. This was determined not to be a repeat finding from the previous cycle and did not contribute towards fiscal action calculations.</p>                         | <p>Discussed requirements regarding processed product documentation and provided examples. USDA Food Fact Sheets can be found on USDA's website at <a href="https://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets/">https://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets/</a>. The CN Labels and Product Formulation Statements Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><i>Please provide a recipe for the PB&amp;J Sandwich. If unable to provide a recipe, please provide written assurance that the product will no longer be offered/served to students. Additionally, please provide written assurance that a menu item will not be credited towards the meal pattern without proper crediting documentation.</i></p>  |
| <p>4 The following product could not be credited towards the meal pattern due to insufficient documentation: au gratin potatoes. Without sufficient documentation, the reviewer was unable to determine if the daily vegetable quantity requirements were met on 4/7/23 and weekly starchy vegetable requirements were met for the review period. This was determined not to be a repeat finding from the previous cycle and did not contribute towards fiscal action calculations.</p> | <p>Discussed requirements regarding processed product documentation and provided examples. USDA Food Fact Sheets can be found on USDA's website at <a href="https://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets/">https://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets/</a>. The CN Labels and Product Formulation Statements Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><i>Please provide a Product Formulation Statement (PFS) for au gratin potatoes. If unable to provide a CN label or PFS, please provide written assurance that the product will no longer be offered/served to students. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be provided.</i></p> |
| <p>5 The following menu item could not be credited towards the meal pattern due to insufficient documentation: dinner roll. Without sufficient documentation, the reviewer was unable to determine if the daily grain quantity requirements were met on 4/7/23 and weekly grain quantity requirements were met for the review period. This was determined not to be a repeat finding from the previous cycle and did not contribute towards fiscal action calculations.</p>             | <p>Discussed requirements regarding processed product documentation and provided examples. USDA Food Fact Sheets can be found on USDA's website at <a href="https://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets/">https://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets/</a>. The CN Labels and Product Formulation Statements Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><i>Please provide a recipe for the dinner rolls. If unable to provide a recipe, please provide written assurance that the menu item will no longer be offered/served to students. Additionally, please provide written assurance that a menu item will not be credited towards the meal pattern without proper crediting documentation.</i></p>   |

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**Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area**

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*No Findings*

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**Meal Access & Reimbursement: Certification and Benefit Issuance**

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*No Findings*

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**Meal Access & Reimbursement: Verification**

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*No Findings*

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**Meal Access & Reimbursement: Meal Counting and Claiming**

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*No Findings*

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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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*Not Applicable*

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**Meal Pattern & Nutritional Quality: Meal Components and Quantities**

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| 6 | Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast and lunch. | Discussed feasible options for signage and potential content, plan for creating and posting. Printable POS Signage can be found on ADE's website at <a href="https://www.azed.gov/hns/nsip/forms">https://www.azed.gov/hns/nsip/forms</a> under the Menu Planning accordion. | Signage was posted during the on-site visit. No further corrective action is required. |
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**Resource Management**

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| 7 | Meals served to teachers, administrators, custodians, and other adults were not priced so that the adult payment in combination with any per-lunch revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to cover the overall cost of the meal. | Discussed ways to determine adult meal prices which included a per meal cost analysis and pricing utilizing the Adult Meal Pricing Tool. Non-Pricing Sites: pricing adult meals to reflect the amount of reimbursement received for a free meal plus the per meal value of entitlement and bonus commodities for non-pricing programs. Pricing Site: the paid meal price plus the amount of reimbursement received for a paid meal plus the per meal value of entitlement and bonus commodities for pricing programs. Referred to Adult Meal Pricing Tool SY 22-23 on ADE's website at <a href="https://www.azed.gov/hns/nsip/forms/">https://www.azed.gov/hns/nsip/forms/</a> under the Financial accordion. | Please provide a written description of the steps which have been taken to increase adult meal prices and resolve the discrepancy, including the exact formula used to price adult meals. Additionally, please submit supporting documentation which reflects that prices have been increased to the appropriate level. |
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8	Documentation was not provided to support the usage of Supply Chain Assistance funds.	Discussed that the attestation statement signed by the SFA detailed that the SFA will use Supply Chain Assistance (SCA) funds only for purchasing unprocessed or minimally processed domestic food products and that SFAs are required to maintain purchasing and other related records for review and audit purposes. Referred to SP 03-2022: Allocation of Supply Chain Assistance (SCA) Funds to Alleviate Supply Chain Disruptions in the School Meal Programs located on ADE's website at <a href="https://www.azed.gov/hns/memos">https://www.azed.gov/hns/memos</a> .	<i>Please provide documentation demonstrating how the <b>\$20,166.38</b> of Supply Chain Assistance funds were spent.</i>
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#### Procurement

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9	Micro purchase procedures were not in compliance with procurement requirements. Specifically, insufficient documentation was provided to support that each transaction with the vendor was below \$10,000 and purchase prices were reasonable for the following micro purchases: US Foods.	Discussed that if micro purchase procedures are used, each vendor transaction must be \$10,000 or below, purchase prices must be reasonable, and purchases should be equitably distributed among all qualified sources.	<i>Documentation has been provided to support micro purchases for US Foods. Additionally, please provide written assurance that all records will be maintained for 5 years.</i>
10	The SFA did not maintain documentation that they performed a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold. Specifically, a cost or price analysis was not conducted for the following goods/services: Shamrock Foods.	Discussed that a cost or price analysis must be performed for every procurement action in excess of the Simplified Acquisition Threshold, including contract modifications, before receiving bids or proposals. A price analysis will be used to determine the reasonableness of the proposed contract price.	<i>Please provide a written description of the procurement procedures that will be implemented for conducting the cost or price analysis prior to any formal procurement action. Additionally, please provide written assurance that all records will be maintained for 5 years.</i>
11	The SFA did not maintain documentation that they publicly advertised a Request for Proposals for the following goods/services: Shamrock Foods.	Discussed that formal procurement methods are required when the value of the procurement for property or services under a Federal financial assistance award exceeds the Simple Acquisition Threshold. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Referred to 2 CFR 200.320(b)(2)(i).	<i>Please provide a written description of the procurement procedures that will be implemented for publicizing solicitations for all requests for proposals. Additionally, please provide written assurance that all records will be maintained for 5 years.</i>
12	The SFA did not maintain records sufficient to detail the significant history of the procurement for formal purchases. Specifically, the request for proposals with required clauses, Buy American requirements, and written method for conducting evaluations of proposals was not provided for the following formal purchases: Shamrock Foods.	Discussed that non-Federal entities must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.	<i>Please provide a written description of procurement procedures that will be implemented to ensure that sufficient records for the request for proposals with required clauses, Buy American requirements, and written method for conducting evaluations of proposals will be maintained for all formal purchases. Additionally, please provide written assurance that all records will be maintained for 5 years.</i>

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**General Program Compliance: Civil Rights**

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| 13 The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically, the long version of the nondiscrimination statement was not present on the CEP household notification letter. | Discussed where to find nondiscrimination statement on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> and whether long or short statement would be most appropriate.   | <i>Please provide an updated CEP household notification letter with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i>   |
| 14 The public/media release was not provided to local media, the unemployment office and local employers considering large layoffs.   | Discussed requirements and timeframe for public/media release, and best options locally for submitting the release to. Showed where template release can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms/">https://www.azed.gov/hns/nslp/forms/</a> . Discussed who would be responsible for doing this. | <i>Please provide written procedures for distributing the public/media release and written assurance that the public/media release will be submitted to the local media, the unemployment office and local employers considering large layoffs prior to the start of each school year.</i> |

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**General Program Compliance: SFA On-Site Monitoring**

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*Not Applicable*

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**General Program Compliance: Local Wellness Policy**

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| 15 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 <a href="http://www.teamnutrition.usda.gov/">http://www.teamnutrition.usda.gov/</a> . The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar 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 accordion. | None required at this time.  |
| 16 The Local Wellness Policy (LWP) did not contain all required elements. Specifically, the LWP did not contain goals for nutrition education. | Discussed developing a LWP with goals for nutrition education. Discussed nutrition education activity ideas which included integrating nutrition into health education classes, promoting skill development and integrating nutrition into core subjects. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar 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 accordion.  | <i>Please provide a written plan for how specific goals for nutrition education 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> |



17	The review and update of the Local Wellness Policy (LWP), as specified in the policy itself, is not occurring nor is documentation being kept on file to support this.	Discussed why the review and update is not occurring and what can be done to ensure this occurs as specified in the LWP. Discussed maintaining records to document compliance. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar 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 accordion.	<i>Please provide a written description of how the LWP will be reviewed and updated as well as how reviews and updates will be documented.</i>
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#### General Program Compliance: Competitive Food Services

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*No Findings*

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#### General Program Compliance: Professional Standards

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18	Professional Standards training hours are not being tracked on an annual basis.	Referred to USDA's Professional Standards Training Tracker Tool and discussed requirements for tracking. - OR- Referred to ADE's Training Tracking forms found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Professional Standards accordion -OR- Discussed creating their own training tracker with all required information. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors 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.	<i>Please provide the tracker that will be used to track Professional Standards training hours on an annual basis for all School Nutrition Program staff. Additionally, please provide written assurance that Professional Standards training hours will be tracked for all School Nutrition Program staff on an annual basis. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.</i>
19	The School Nutrition Program Director did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.	Discussed 12 hour requirement and feasibility for attending upcoming applicable trainings. Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program 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 Build Your Employees Training Plans accordion. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors 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.	<i>Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that the School Nutrition Program Director is registered for.</i>

20 Full-time School Nutrition Program staff (2) have not met the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.	Discussed 6 hour training requirement and feasibility for attending upcoming applicable trainings. Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program 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 Build Your Employees Training Plans accordion. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors 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.	<i>Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that full-time School Nutrition Program staff are registered for.</i>
20 Employees outside of the School Nutrition Program whose responsibilities assist in the operation of the NSLP/SBP have not received applicable training. Specifically, the school registrar who completes meal counts during the meal services has not met training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.	Discussed 4 hour training requirement, employees' job duties and applicable trainings that could be provided and feasible timeline. Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program 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 Build Your Employees Training Plans accordion. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors 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.	<i>Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that these employees will receive.</i>

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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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21 A copy of the written food safety plan was not made available to all food service staff.	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 to all food service staff.</i>
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## General Program Compliance: Reporting and Recordkeeping

22	Production records for breakfast and lunch provided did not contain all required sections: Specifically, production records prepared and leftover sections are not completed adequately. Additionally, portion size was not recorded for the strawberries and banana served at breakfast on 4/7/23.	Discussed required sections of production records. Production Record Templates can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion. The Production Record Overview Recorded Webinar & Webinar Slides 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.	<i>Please provide copies of completed breakfast and lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years. <b>Additionally, the certificate of completion of Production Record Overview must be provided.</b></i>
23	The production record for lunch on 4/5/23 did not accurately reflect what was served. Specifically, beef burrito was recorded; however, bean and cheese burrito was served.	Discussed posting site specific menus on the district website.	<i>Please provide written assurance that production records will be updated to accurately reflect what is served.</i>
24	Production record crediting is inaccurate. Specifically, the juice served at breakfast on 4/3/23 credited as 1/2 cup fruit; however, the production record indicated it contained 4.23 oz fruit.	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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for juice. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
25	Production record crediting is inaccurate. Specifically, western omelet quesadilla served at breakfast on 4/5/23 credited as 1.5 oz eq meat/meat alternate and 1.5 oz eq grain; however, the production record indicated it contained 1.5 oz eq meat/meat alternate, 2 oz eq grain, 1/8 cup dark green vegetable, and 1/4 cup red/orange vegetable.	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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for the western omelet quesadilla. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
26	Production record crediting is inaccurate. Specifically, the cream cheese served at breakfast on 4/6/23 does not contribute towards meal pattern requirements; however, the production record indicated it contained 1.0 oz eq meat/meat alternate	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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for cream cheese. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
27	Production record crediting is inaccurate. Specifically, french toast served at breakfast on 4/7/23 credited as 1.0 oz eq meat/meat alternate and 1.0 oz eq grain; however, the production record indicated it contained 2.0 oz eq grain.	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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for french toast. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>



28	Production record crediting is inaccurate. Specifically, turkey taco served at lunch on 4/3/23 credited as 2.0 oz eq meat/meat alternate and 1.5 oz eq grain; however, the production record indicated it contained 2 oz and 1 oz meat/meat alternate and 35.6 oz grain.	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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for the turkey taco. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
29	Production record crediting is inaccurate. Specifically, the salsa served at lunch on 4/3/23 credited as 1/4 cup red/orange vegetable; however, the production record indicated it contained 1/4 cup other vegetable.	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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for the salsa. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
30	Production record crediting is inaccurate. Specifically, spanish rice served at lunch on 4/3/23 credited as 0.5 oz eq grain; however, the production record indicated it contained 1/2 cup grain, 1/4 c dark green vegetable, and 1/8 c red/orange vegetable, and 1/2 cup additional vegetable.	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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for spanish rice. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
31	Production record crediting is inaccurate. Specifically, california vegetables served at lunch on 4/4/23 credited as 3/4 cup other vegetable; however, the production record indicated it contained 1/2 cup red/orange vegetable and 1/4 cup other vegetable.	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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for california vegetables. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
32	Production record crediting is inaccurate. Specifically, bean and cheese burrito served at lunch on 4/5/23 credited as 2.0 oz eq meat/meat alternate and 2.0 oz eq grain; however, the production record indicated it contained 2.0 oz eq meat/meat alternate, 2.0 oz eq grain, and 1/4 cup beans/peas vegetables.	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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for bean and cheese burrito. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
33	Production record crediting is inaccurate. Specifically, romaine salad served at lunch on 4/5/23 credited as 1/2 cup dark green vegetable and 1/4 cup red/orange vegetable; however, the production record indicated it contained 9 gallons dark green vegetable and 2.5 gallons red/orange vegetable	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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for romaine salad. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>

34	Recipe and production record crediting is inaccurate. Specifically, teriyaki chicken served at lunch on 4/6/23 credited as 1.75 oz eq meat/meat alternate; however, the recipe indicated it contained 2.0 oz eq meat/meat alternate and the production record indicated it contained 3.0 oz eq meat/meat alternate.	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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for teriyaki chicken. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
35	Recipe and production record crediting is inaccurate. Specifically, seasoned brown rice served at lunch on 4/6/23 credited as 1 oz eq grain; however, the production record indicated it contained 1/2 cup grain.	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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for seasoned brown rice. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
36	Recipe and production record crediting is inaccurate. Specifically, green beans served at lunch on 4/6/23 credited as 3/4 cup other vegetable; however, the production record indicated it contained 3/4 cup dark green vegetable.	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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for green beans. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>

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

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37	Documentation was not maintained to support that households were notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year.	Discussed which entities in the local area operate the SFSP and how to notify families. Discussed other resources within the local area to provide families regarding meals during the summer months when school is not in session. Summer feeding locations can be found at <a href="https://www.azhealthzone.org/">https://www.azhealthzone.org/</a> .	<i>Please provide a description of how households will be notified of the availability of the SFSP prior to the end of the school year and written assurance that this will occur. If you do not plan to operate the SFSP and no other entities reasonably close to your site operate the SFSP, please provide a description of other community resources that will be provided to households prior to the end of the school year.</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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*Not Applicable*

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**Comments/Recommendations:**

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Congratulations - First Mesa Elementary School has completed the Administrative Review for School Year 2022-2023. Thank you for your cooperation throughout the review process and your hospitality during the on-site visit. Please take advantage of the many trainings and resources available on the HNS website to excel in operating a compliant National School Lunch and School Breakfast 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	(\$8.86)
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	(\$26.70)

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **June 28, 2023** to Noelle Schrankler at [Noelle.Schrankler@azed.gov](mailto:Noelle.Schrankler@azed.gov).

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Reviewer Signature

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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.

www.azed.gov – (602) 542-8700 – 1535 West Jefferson Street • Phoenix, Arizona 85007 Bin # 7  
This institution is an equal opportunity provider.