



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Glendale Union High School District

CTD: 07-05-05

Sites: Apollo High School and Glendale Union High School Online Learning Academy

Contacts: Brian Capistran, Superintendent and Yome Gokool, Food Service Director

Review Date: February 20, 2024 and February 21, 2024

Review Period: January 2024

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

No Findings.

Performance Standard 1: Meal Counting and Claiming – Critical Area

No Findings.

Performance Standard 2: Meal Components & Quantities – Critical Area

1	Fluid milk was not available in at least two varieties at breakfast and lunch during the review period and on the day of review for Glendale Union High School District Online Learning Academy. This was not determined to be a repeat finding from previous cycle and did not contribute toward fiscal action calculations.	Discussed variety requirement and feasible options for compliance (i.e., in juvenile corrections facility). Allowable milk varieties are fat-free unflavored, fat-free flavored and 1% unflavored. Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).	<i>Please provide one week of breakfast and lunch for Glendale Union High School District Online Learning Academy production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast and lunch for Glendale Union High School District Online Learning Academy.</i>
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| <p>2 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, only 1/2 cup vegetable was offered on 1/23 and 1/26 at Glendale Union High School District Online Learning Academy when 1 cup vegetable need to be offered. This was not determined to be a repeat finding from the previous cycle and did not contribute toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training 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 written description of the changes that have been made to ensure that daily vegetable quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu</i></p> |
| <p>3 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, only 4 cups vegetable was offered for the week of review at Glendale Union High School District Online Learning Academy when 5 cups vegetable need to be offered. This was not determined to be a repeat finding from the previous cycle and did not contribute toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training 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 written description of the changes that have been made to ensure that weekly vegetable quantities meet minimum amounts required by the meal pattern.</i></p> |
| <p>4 The following vegetable subgroups were not offered during the review period: beans/peas (legumes) and starchy at Glendale Union High School District Online Learning Academy. This was not determined to be a repeat finding from the previous cycle and did not contribute toward fiscal action calculations.</p> | <p>Discussed vegetable subgroup requirements for the age/grade groups served. vegetable Subgroup Quick Guide can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Please note that repeated violations involving vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><i>Please provide one week of lunch production records for Glendale Union High School District Online Learning Academy which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements.</i></p> |

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| <p>5 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, only 1 oz eq M/MA was offered on 1/23 and at Glendale Union High School District Online Learning Academy when 2 oz eq M/MA needs to be offered at lunch. This was not determined to be a repeat finding from the previous cycle and did not contribute toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training 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 written description of the changes that have been made to ensure that daily M/MA quantities at lunch meet minimum amounts required by the meal pattern.</i></p> |
| <p>6 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, only 1 oz eq grains were offered on 1/23 and only 0.75 oz eq grains were offered on 1/25 and at Glendale Union High School District Online Learning Academy during lunch when 2 oz eq grains needs to be offered at lunch. This was not determined to be a repeat finding from the previous cycle and did not contribute toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training 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 written description of the changes that have been made to ensure that daily grains quantities at lunch meet minimum amounts required by the meal pattern.</i></p> |
| <p>7 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, a minimum of 0.5 oz eq grains was served at Apollo High School during lunch daily during the week of review when 2 oz eq grains needs to be served daily. This was not determined to be a repeat finding from the previous cycle and will not contribute toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training 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 written description of the changes that have been made to ensure that grain quantities meet minimum amounts required by the meal pattern.</i></p> |

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| <p>8 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, a weekly minimum of 2.5 oz eq grains was served during lunch at Apollo High School when a minimum of 10 oz eq grains needs to be served weekly. This was not determined to be a repeat finding from the previous cycle and will not contribute toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training 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 written description of the changes that have been made to ensure that grain quantities meet minimum amounts required by the meal pattern.</i></p> |
| <p>9 Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically, a minimum of 1 oz eq grains was served at Apollo High School during lunch when 2 oz eq grains needs to be served. This was not determined to be a repeat finding from the previous cycle and will not contribute toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training 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 written description of the changes that have been made to ensure that grain quantities meet minimum amounts required by the meal pattern.</i></p> |

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

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| 10 | Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check does not match the attendance factor on the monthly reimbursement claims for both Apollo High School and Glendale Union High School District Online Learning Academy. | Discussed how to complete daily edit checks using ADE's Daily Edit Check worksheet. The Daily Edit Check Worksheet can be found on ADE's website
https://www.azed.gov/hns/nslp/forms under the Operational accordion. The Step-by-Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. | <i>Please provide a completed daily edit check worksheet for the most recently submitted claim month for both sites. Additionally, please provide written assurance that daily edit checks will be conducted. Additionally, the certificate of completion of Step-by-Step Instruction: How to Complete Daily Edit Checks must be submitted.</i> |
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Meal Pattern & Nutritional Quality: Offer Versus Serve

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| 11 | Signage which explains what constitutes a reimbursable meal and includes the requirement to select 1/2 cup fruit or vegetable was not displayed to students at breakfast and lunch at Glendale Union High School District Online Learning Academy. | Discussed feasible options for signage and potential content, plan for creating and posting. Printable POS Signage can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. | <i>Please provide the sign that has been displayed explaining what constitutes a reimbursable meal and includes the requirement to select 1/2 cup fruit or vegetable at Glendale Union High School District Online Learning Academy. Additionally, please provide written assurance that this sign will be displayed for all students to see.</i> |
| 12 | Offer versus Serve (OVS) was not implemented properly. Specifically, OVS was not implemented for grades 9-12 during the review period at Glendale Union High School Online Learning Academy. | Discussed that OVS is required at senior high school level. Provided technical assistance on proper implementation of OVS and discussed with kitchen and point of service staff. Reviewed menu and discussed options for a reimbursable meal under OVS. USDA's Offer Versus Serve Manual, Effective beginning School Year 2015-2016 can be found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion. | <i>Please provide a written description demonstrating how OVS will be implemented properly. Additionally, please provide written assurance that moving forward, OVS will be implemented for students grades 9-12.</i> |

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No Findings.

Resource Management

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| 13 Unallowable costs were paid for by the nonprofit school food service account. Specifically, documentation was not maintained to support invoices for allowable costs. | Discussed maintaining documentation for all expenses. An extensive list of allowable and unallowable costs can be found in 2 CFR 200 Subpart E General Provisions for Selected Items of Cost. | Please provide a copy of existing procedures or develop procedures for determining the allowability of costs as required by 2 CFR 200.303(b)(7). Please also provide written assurance that all expenses of the nonprofit school food service account will be limited to those costs which are necessary, reasonable, allocable; and also that these costs are in accordance with 2 CFR 200 Subpart E Cost Principles. Additionally, please provide supporting documentation which reflects that the total amount of unallowable costs \$253,824.62 was reimbursed to the nonprofit school food service account. |
| 14 Supply chain assistance funds were not used appropriately. Specifically, \$25,871.65 of Supply Chain Assistance funds were used to purchase the following processed/non-domestic foods: garlic bread, banana bread, graham crackers, buttermilk biscuit, French toast, cinnamon toast crunch, honey wheat biscuit, strawberry cream cheese, butter crackers, butter croissant, blueberry bread, frosted flakes, honey nut scooters cereal, soft pretzels, apple cinnamon bread vanilla liquid cream, and hazelnut liquid creamer. | 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 https://www.azed.gov/hns/memos . | Please provide documentation on how \$25,871.65 of Supply Chain Assistance funds were used to purchase unprocessed or minimally processed domestic food products. |

Procurement

No Findings.

General Program Compliance: Civil Rights

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| 15 The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically, the statement was not included on the Free and Reduced Price Policy 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. | 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. |
| 16 The Civil Rights Compliance form is not being completed appropriately. Specifically, the form was not fully filled out. | Discussed requirement for completing form and how to collect racial/ethnic data from program participants. The form can be found on ADE's website at https://www.azed.gov/hns/civilrights . The Step-by-Step Instruction: How to Complete the Civil Rights Compliance Form can be found on ADE's website at https://www.azed.gov/hns/nsfp/training under the Online Training Library accordion. | Please provide written assurance that the Civil Rights Compliance form will be completed in full by December 15 each year and kept on file for 5 years. Additionally, please indicate who will be responsible for completing this form. Additionally, the certificate of completion of Step-by-Step Instruction: How to Complete the Civil Rights Compliance Form must be submitted. |

17 Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically, complaints are being handled internally.	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/nslp/training under the Online Training Library accordion.	<i>Please provide a written description of the updated process and procedures for processing complaints alleging discrimination which meets requirements. Additionally, the certificate of completion of Step-by-Step Instruction: How to File a Civil Rights Complaint must be submitted.</i>
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General Program Compliance: SFA On-Site Monitoring

18 On-site reviews of the lunch meal counting and claiming procedures for all sites within the SFA are not being conducted each year prior to February 1 at Glendale Union High School District Online Learning Academy.	Discussed requirement and where to find a template Internal On-Site Monitoring Form-Lunch of the Meal Counting and Claiming System found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational accordion. Discussed who would be responsible for completing this each year.	<i>Please provide a completed Internal On-Site Monitoring Form of the Meal Counting and Claiming System. Additionally, please provide a written description of the process that has been put in place to ensure that all sites receive an on-site review of the meal counting and claiming procedures each year prior to February 1.</i>
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General Program Compliance: Local Wellness Policy

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| <p>19 A recent assessment of the implementation of the Local Wellness Policy (LWP) has not been conducted nor have plans been developed to complete the assessment.</p> | <p>Discussed requirement to complete an assessment once every three years, at a minimum. The assessment must measure how the LEA is complying with their LWP, how the LEA's LWP compares to the model wellness policy, and progress made in attaining the goals of the wellness policy. Additionally, discussed feasible means for notifying the public of the results of the most recent assessment. Sample evaluation tools can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Local Wellness Policy accordion. Local Wellness Policy Assessment: Making it Meaningful Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training accordion.</p> | <p><i>Please provide a written plan for conducting an assessment of the implementation of the LWP. This plan must include who will be designated as the oversight official, who will be invited to participate in the assessment process, and the date by which the assessment is expected to be completed.</i></p> |
| <p>20 The required stakeholders are not being permitted to be involved in the development, review, and update of the Local Wellness Policy (LWP). Specifically, parents, students, representatives of the school food authority, the school board, general public, teachers of physical education, and/or school health professionals were not permitted to participate in the development, review, and update of the LWP.</p> | <p>Discussed LEAs must permit participation by the general public and school community (including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators) in the wellness policy process. Guidance on assembling a Local Wellness Policy Team can be found on Team Nutrition's website at https://www.theicn.org/cnss/community-connection/assembling-the-team/. 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.</p> | <p><i>Please provide a written description of how all stakeholders, including [parents, students, representatives of the school food authority, the school board, general public, teachers of physical education, and/or school health professionals. will be permitted to be involved in the development, review, and update of the LWP.</i></p> |

General Program Compliance: Competitive Food Services

No Findings.

General Program Compliance: Professional Standards

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| <p>22 The School Nutrition Program Manager did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed. Specifically, at Apollo High School, Cortez High School, Glendale High School, Independence High School, Sunnyslope High School, and Washington High School.</p> | <p>Discussed 10 hour training requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals can be found on ADE's website at https://www.azed.gov/hns/nslp/training/. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.</p> | <p><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 Manager is registered for.</i></p> |
| <p>23 Full-time School Nutrition Program staff have not met the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed. Specifically, at Apollo High School, Cortez High School, Glendale High School, Independence High School, Sunnyslope High School, Thunderbird High School, and Washington High School.</p> | <p>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 https://www.azed.gov/hns/nslp/training 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 https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.</p> | <p><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></p> |
| <p>24 Part-time School Nutrition Program staff have not met the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed. Specifically, at Apollo High School, Glendale High School, Independence High School, Sunnyslope High School, and Washington High School.</p> | <p>Discussed 4 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 https://www.azed.gov/hns/nslp/training 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 https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.</p> | <p><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 Part-time School Nutrition Program staff are registered for.</i></p> |

25	Professional Standards training hours are not being tracked on an annual basis at Glendale High School and Sunnyslope High School.	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 https://www.azed.gov/hns/nslp/forms 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 https://www.azed.gov/hns/nslp/training 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>
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General Program Compliance: Water

No Findings.

General Program Compliance: Food Safety, Storage and Buy American

No Findings.

General Program Compliance: Reporting and Recordkeeping

26	Production record crediting is inaccurate. Specifically, apple juice served at breakfast on 1/22, and 1/24 at Glendale Union High School District Online Learning Academy and 1/22, 1/23, 1/24, 1/25, and 1/26 at Apollo High School credited as 1/2 cup fruit; however, the production record indicated it contained 3/4 cup 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 https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for apple juice. 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, Fruit and Pudding Snack Pack served at lunch on 1/23 at Glendale Union High School District Online Learning Academy and 1/22, 1/23, 1/24, 1/25, 1/26, and 2/20 at Apollo High School credited as 1 oz eq M/MA and 1 oz eq grains; however, the production record indicated it contained 2 oz eq M/MA and 2 oz eq grains.	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.	<i>Please provide a production record that reflects the correct crediting information for Fruit and Pudding Snack Pack. 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, Salami and Pepperjack Snack Pack served at lunch on 1/25 at Glendale Union High School District Online Learning Academy and 1/22, 1/23, 1/24, 1/25, 1/26, and 2/20 at Apollo High School credited as 0.5 oz eq grains; however, the production record indicated it contained 2 oz eq grains.	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.	<i>Please provide a production record that reflects the correct crediting information for Salami and Pepperjack Snack Pack. 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, Lasagna Rolls served at lunch on 1/24 at Apollo High School credited as 1 oz eq grains; however, the production record indicated it contained 2 oz eq grains.	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.	<i>Please provide a production record that reflects the correct crediting information for Lasagna Rolls. 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, Lasagna Rolls served at lunch on 1/24 at Apollo High School credited as 2 oz eq M/MA; however, the production record indicated it contained 3 oz eq M/MA.	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.	<i>Please provide a production record that reflects the correct crediting information for Lasagna Rolls. 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, Garlic Bread served at lunch on 1/24 at Apollo High School credited as 1.25 oz eq grains; however, the production record indicated it contained 2 oz eq grains.	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.	<i>Please provide a production record that reflects the correct crediting information for Garlic Bread. 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, Cheeseburgers served at lunch on 1/22, 1/23, 1/24, 1/25, 1/26, and 2/20 at Apollo High School credited as 4.75 oz eq M/MA; however, the production record indicated it contained 3 oz eq M/MA.	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.	<i>Please provide a production record that reflects the correct crediting information for Cheeseburgers. 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, Spicy Chicken Sandwich served at lunch on 1/22, 1/23, 1/24, 1/25, 1/26, and 2/20 at Apollo High School credited as 2 oz eq grains; however, the production record indicated it contained 3 oz eq grains.	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.	<i>Please provide a production record that reflects the correct crediting information for Spicy Chicken Sandwich. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
34	Production record crediting is inaccurate. Specifically, Regular Chicken Sandwich served at lunch on 1/22, 1/23, 1/24, 1/25, 1/26, and 2/20 at Apollo High School credited as 2 oz eq grains; however, the production record indicated it contained 3 oz eq grains.	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.	<i>Please provide a production record that reflects the correct crediting information for Regular Chicken Sandwich. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
35	Production record crediting is inaccurate. Specifically, Loaded Fries with Beef Nacho Mix served at lunch on 1/23 at Apollo High School credited as 1.5 oz eq M/MA; however, the production record indicated it contained 2 oz eq M/MA.	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.	<i>Please provide a production record that reflects the correct crediting information for Loaded Fries with Beef Nacho Mix. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>

36	Production record crediting is inaccurate. Specifically, Domino's Cheese Pizza served at lunch on 1/24 at Apollo High School credited as 1.5 oz eq M/MA; however, the production record indicated it contained 1.62 oz eq M/MA.	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.	<i>Please provide a production record that reflects the correct crediting information for Domino's Cheese Pizza. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
37	Production record crediting is inaccurate. Specifically, Domino's Pepperoni Pizza served at lunch on 1/24 at Apollo High School credited as 1.25 oz eq M/MA; however, the production record indicated it contained 1 oz eq M/MA.	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.	<i>Please provide a production record that reflects the correct crediting information for Domino's Pepperoni Pizza. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
38	Production record crediting is inaccurate. Specifically, Domino's Veggie Pizza served at lunch on 1/24 at Apollo High School credited as 1 oz eq M/MA; however, the production record indicated it contained 1.08 oz eq M/MA.	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.	<i>Please provide a production record that reflects the correct crediting information for Domino's Veggie Pizza. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
39	Production record crediting is inaccurate. Specifically, Pancakes served at breakfast on 1/22, 1/23, 1/25, 1/26, and 2/20 at Apollo High School credited as 1 oz eq grains; however, the production record indicated it contained 2 oz eq grains.	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.	<i>Please provide a production record that reflects the correct crediting information for Pancakes. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
40	Production record crediting is inaccurate. Specifically, Pork Sausage Patty served at breakfast on 1/22, 1/23, 1/25, 1/26, and 2/20 at Apollo High School credited as 1.5 oz eq M/MA; however, the production record indicated it contained 1 oz eq M/MA.	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.	<i>Please provide a production record that reflects the correct crediting information for Pork Sausage Patty. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
41	Production record crediting is inaccurate. Specifically, Hummus Snack Pack served at lunch on 1/22, 1/23, 1/24, 1/25, and 2/20 at Apollo High School credited as 2.5 oz eq M/MA; however, the production record indicated it contained 2 oz eq M/MA.	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.	<i>Please provide a production record that reflects the correct crediting information for Hummus Snack Pack. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
42	Production record crediting is inaccurate. Specifically, Tortilla served at breakfast on 1/22, 1/23, 1/25, 1/26, and 2/20 at Apollo High School credited as 1 oz eq grains; however, the production record indicated it contained 0.75 oz eq grains.	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.	<i>Please provide a production record that reflects the correct crediting information for Tortilla. 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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| <p>43 Production record crediting is inaccurate. Specifically, Goldfish served at lunch with the salad on 2/20 at Apollo High School credited as 1 oz eq grains; however, the production record indicated it contained 2 oz eq grains.</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/nsfp/forms under the Menu Planning accordion.</p> | <p><i>Please provide a production record that reflects the correct crediting information for Goldfish. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p> |
| <p>44 Published menu does not accurately reflect what is being served. Specifically, the yogurt snack pack was not served during breakfast on 1/22, 1/23, 1/24, at 1/25 and on the day of review at Apollo High School.</p> | <p>Discussed that although menus are subject to change, the menu should not list options that the SFA knows will not be offered.</p> | <p><i>Please provide a breakfast menu and 5 days of breakfast production records to support the breakfast menu.</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 2024 if applicable.

Other Federal Program Reviews: Fresh Fruit and Vegetable Program

Not Applicable.

Other Federal Program Reviews: Special Milk Program

No Findings.

Other Federal Program Reviews: At-Risk Afterschool Meals

Not Applicable.

Comments/Recommendations:

Congratulations, Glendale Union High School District has successfully completed the Administrative Review for the 2023-2024 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 April 22, 2024 to Megan Lynch at Megan.Lynch@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.

Tom Horne, Superintendent of Public Instruction
1535 West Jefferson Street • Phoenix Arizona 85007 • www.azed.gov
“We are a service organization committed to raising academic outcomes and empowering parents.”

This institution is an equal opportunity provider.