



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Wenden Elementary District  
CTD: 15-04-19  
Site: Wenden Elementary School

Contacts: Gloria Deam, Superintendent and Regina Friedle, Food Service Director

Review Date: January 17, 2024

Review Period: December 2023

Programs Reviewed:  National School Lunch  School Breakfast  Afterschool Snack  
 Fresh Fruit & Vegetable  Special Milk  At-Risk Afterschool Meals

No.	Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
-----	--------------------------------	-------------------------------	----------------------------

#### Performance Standard 1: Certification and Benefit Issuance – Critical Area

No Findings.

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

No Findings.

#### Performance Standard 2: Meal Components & Quantities – Critical Area

1	<p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, 5/8 cup of daily vegetable was served on 12/6/2024 when a minimum of 3/4 cup of daily vegetable 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.). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu 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 written description of the changes that have been made to ensure that 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>
---	--	---

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

No Findings.

---

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

---

No Findings.

---

**Meal Access & Reimbursement: Verification**

---

No Findings.

---

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

---

No Findings.

---

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

---

Not Applicable.

---

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

---

- |   |   |  |   |
|---|---|--|---|
| 2 | Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast. | 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/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion. | <i>Please provide the sign that will be displayed to students that demonstrates what constitutes a reimbursable meal at breakfast. Additionally, please provide written assurance that this sign will be displayed for all students to see.</i> |
|---|---|--|---|

---

**Resource Management**

---

No Findings.

---

**Procurement**

---

- |   |   |   |  |
|---|---|---|--|
| 3 | The SFA did not maintain records sufficient to detail the procurement for micro purchases. Specifically, no documentation was provided for the following micro purchases: Sam's Club.   | 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 and receipts/invoices for purchases made with Federal funds.  | <i>Please provide a written description of procurement procedures that will be implemented to ensure that sufficient records will be maintained for all micro purchases. Additionally, please provide written assurance that all records will be maintained for 5 years.</i>   |
| 4 | The SFA did not maintain records sufficient to detail the significant history of the procurement for formal purchases. Specifically, records detailing the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price were not maintained for the following formal purchases: Aspin/Mohave. | 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 detailing the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price will be maintained for all formal purchases. Additionally, please provide written assurance that all records will be maintained for 5 years.</i> |

---

**General Program Compliance: Civil Rights**

---

No Findings.

---

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

---

Not Applicable.

---

**General Program Compliance: Local Wellness Policy**

---

- |   |  |   |  |
|---|--|---|--|
| 5 | 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>   |
| 6 | 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.          | 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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Local Wellness Policy accordion. Local Wellness Policy Assessment: Making it Meaningful 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 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> |

---

**General Program Compliance: Competitive Food Services**

---

Not Applicable.

---

**General Program Compliance: Professional Standards**

---

No Findings.

---

**General Program Compliance: Water**

---

No Findings.

---

**General Program Compliance: Food Safety, Storage and Buy American**

---

No Findings.

---

**General Program Compliance: Reporting and Recordkeeping**

---

7	Documentation was not kept to demonstrate compliance with the meal pattern requirements of multiple grade groups that were served. Specifically, menus and production records were not kept for non-comingled preschool students.	Discussed maintaining separate production records for PreK students when they are not comingled with the other grade groups.	<i>Please provide a written description of the changes that have been implemented to ensure separate records are kept for each meal pattern served.</i>
---	---	--	---

---

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

---

No Findings.

---

**Other Federal Program Reviews: Afterschool Snack Program**

---

Not Applicable.

---

**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**

---

Not Applicable.

---

**Other Federal Program Reviews: At-Risk Afterschool Meals**

---

Not Applicable.

---

**Comments/Recommendations:**

---

Congratulations, Wenden Elementary 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 March 15th, 2024 to Megan Lynch, RD 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](http://www.azed.gov)

“We are a service organization committed to raising academic outcomes and empowering parents.”

This institution is an equal opportunity provider.