



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Pima Unified District  
CTD: 05-02-06  
Sites: Pima Elementary School and Pima Junior High School

Contacts: Sean Rickert, District Superintendent  
Jennifer Roberts, Business Manager. Assistant

Review Date: February 28, 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

No findings

#### 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

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|---|---|--|--|
| 1 | The person designated as the confirming official is the same person who makes eligibility determinations. | Discussed requirement for having a designated official for conducting confirmation reviews who is not the same person who determined eligibility. The Online Training: Verification Review found on ADE's website at <a href="https://www.azed.gov/hns/nsfp/training">https://www.azed.gov/hns/nsfp/training</a> under the Online Training Library accordion. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised found on ADE's website at <a href="https://www.azed.gov/hns/nsfp">https://www.azed.gov/hns/nsfp</a> under the Guidance Manuals accordion. | <i>Please provide the name and title of the individual designated as the confirming official. Additionally, please provide written assurance that the person designated as the confirming official will not be the same person who determines eligibility.</i> |
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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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No findings

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

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No findings

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**Resource Management**

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No findings

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**Procurement**

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No findings

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**General Program Compliance: Civil Rights**

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No findings

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

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No findings

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**General Program Compliance: Local Wellness Policy**

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| 2 | A recent assessment of the implementation of the Local Wellness Policy (LWP) has not been conducted. | 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. SFA has not yet decided upon an assessment method or tool. 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> |
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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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No findings

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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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No findings

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**General Program Compliance: Reporting and Recordkeeping**

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| 3 | Production records for Pima Elementary School and Pima Junior High School were not implementing Offer versus Serve when the CNPWeb site applications indicated the sites were implementing Offer versus Serve. | Discussed steps required to update the site application in CNPWeb to reflect current practice of the sites not implementing offer versus serve. | <i>Please resubmit a site application for Pima Elementary School and Pima Junior High School indicating that the sites are not implementing offer versus serve . Additionally, please provide written assurance that the site application in CNPWeb will accurately reflect current practices.</i> |
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**General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach**

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No findings

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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 2024 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:**

Congratulations! Pima Unified District has completed the Administrative Review for the 2023-2024 school year. Thank you for your cooperation and hospitality during the review process. Please continue to keep up the great work!

**To stay on track with NSLP requirements, check out the NSLP at a Glance Calendar & Monthly Checklist on our website at <https://www.azed.gov/hns/nslp/forms> under the Calendars and Checklists tab.**

**Training: In-person classes, web-based training, and how-to guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>.**

Fiscal Action Assessed?

- No- SBP       Yes- SBP  
 No- NSLP       Yes- NSLP

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 12, 2024 to Elsa Ramirez at [Elsa.Ramirez@azed.gov](mailto:Elsa.Ramirez@azed.gov)

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

This institution is an equal opportunity provider.