



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Midtown Primary School

CTD: 07-89-76

Site: Midtown Primary School

Contacts: Lindy Ross, Principal and Belinda Suggs, Principal

Review Date: March 19, 2024

Review Period: February 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

1	During the month of review, it was found that the meal counts exceeded the number of enrolled students on February 23, 2024. This 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. Discussed using daily edit checks to monitor this. An Active Daily Edit Check Worksheet can be found on ADE's website at http://www.azed.gov/hns/nslp/forms/ under the Operational accordion.	Please provide a written description of changes to the system that have been implemented to ensure that meal counts do not exceed the number of enrolled students. Additionally, please provide a completed daily edit check for the most recently submitted claim.
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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

No findings.

Meal Access & Reimbursement: Meal Counting and Claiming

No findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No findings.

Resource Management

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| 2 | Supply Chain Assistance (SCA) funds were not used appropriately. Specifically, \$13,947.08 of SCA funds were provided as a lump sum to the caterer in addition to the per-meal price paid for meals containing unprocessed or minimally processed domestic food products. | Discussed that SFAs may use SCA funds toward the payment of invoices associated with their contract and must request from their caterer and maintain documentation for minimally processed or unprocessed domestic foods used in the program meals purchased by the SFA. | <i>Please provide documentation demonstrating that the \$13,947.08 of SCA funds being returned to the nonprofit school food service account.</i> |
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Procurement

No findings.

General Program Compliance: Civil Rights

No findings.

General Program Compliance: SFA On-Site Monitoring

Not applicable.

General Program Compliance: Local Wellness Policy

No findings.

General Program Compliance: Competitive Food Services

No findings.

General Program Compliance: Professional Standards

No findings.

General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

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|---|---|--|---|
| 3 | The most recent food safety inspection report was not posted in a prominent location and was not visible to all program participants. | Discussed making copies of most recent report and feasible places for posting. | <i>Food safety inspection was copied and placed in publicly visible areas during the on-site review. No further action is required.</i> |
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General Program Compliance: Reporting and Recordkeeping

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| 4 | Production records for breakfast provided did not accurately record all items offered at meal service. Specifically, the production records for February 6, 2024 and February 8, 2024 did not list string cheese when string cheese is menued and served for breakfast at the site every day. | Discussed required sections of production records and procedures for ensuring the production record reflects all items served. Production Record Templates can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. The Production Record Overview Recorded Webinar & Webinar Slides 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 steps that will be taken to ensure the production records accurately reflect all foods/beverages offered during meal services.</i> |
| 5 | Production records for breakfast and lunch provided did not accurately report portion sizes. Specifically, the units of measurement for portion sizes were consistently inaccurate for the entrées served at breakfast and lunch listing measurements used for crediting (ounce equivalents) and weight (ounces) when the portion sizes were measured in volume (cups or fluid ounces). | Discussed required sections of production records and proper units of measurement for various entree items. The Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library accordion. | <i>Please provide copies of completed breakfast and lunch production records for 5 consecutive days. Additionally, the certificate of completion of Production Record Overview must be provided.</i> |

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

Not applicable.

Other Federal Program Reviews: At-Risk Afterschool Meals

Not applicable.

Comments/Recommendations:

Congratulations! Midtown Primary School has completed the administrative review for the 2023-2024 school year. Thank you for your hospitality, organization, and sense of urgency during the review process. Your team works marvelously together in order to do an outstanding job implementing the National School Lunch Program, School Breakfast Program, and Afterschool Snack Program. It is evident that you are working hard to ensure your students are fed healthy, delicious meals in a supportive environment.

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
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$4.35

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 15, 2024 to Kariann Sadlon at Kariann.Sadlon@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
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