



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Peach Springs Unified District

CTD: 08-02-08

Site: Valentine Elementary School

Contacts: William Santiago, Superintendent

Tari Hardy, Principal

Scott Glover, Kitchen Manager

Lisa Norton, Executive Secretary

Review Date: July 16, 2024

Review Period: July, 2024

Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
1	Peach Springs Elementary School District - Milkweed Fire Station was not operating in accordance with provisions of the approved application in CNPWeb. Specifically, Peach Springs Elementary School District -Milkweed Fire Station, has paused operation during the week of review. The site application states that they were to operate from June 3 to July 26, 2024.	Discussed steps required to update site application in CNPWeb to reflect current practice of lunch service dates.	<i>Please resubmit a site application for Peach Springs Elementary School District - Milkweed Fire Station indicating the updated dates of operation. Additionally, please provide written assurance that the site application in ADE's CNPWeb will be updated whenever there are changes in the site's operation.</i>
2	Advertising materials did not contain the required nondiscrimination statement.	Discussed where to find nondiscrimination statement on ADE's website at http://www.azed.gov/hns/civilrights/ and whether long or short statement would be most appropriate.	<i>Please provide written assurance that all advertising materials will include the required nondiscrimination statement. Additionally, provide an updated advertising material with the most current nondiscrimination statement.</i>
Site Agreement			
No Findings.			
Site Eligibility			
No Findings.			
Menu Planning			
No Findings.			
Counting & Claiming			
No Findings.			

Media Release

No Findings.

SFA Monitoring Responsibilities

No Findings.

Civil Rights

No Findings.

Food Safety

No Findings.

Water

No Findings.

Recordkeeping

3 Production records for breakfast was not provided. Specifically, the day of review breakfast production record for the Valentine Elementary School was not provided.	Discussed required sections of production records. ADE's Updated Fillable Production Record Template with Instructions can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. 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 tab.	<i>Please provide copies of completed breakfast production record for the day of review, as well as written assurance that all records will be maintained for 5 years. Additionally, the certificate of completion of Production Record Overview must be provided.</i>
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Comments/Recommendations:

Congratulations Peach Spring Unified District! The Seamless Summer Option Administrative Review for 2024 has been completed. Keep up the great work!

Training: Web-based trainings and how-to guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>

Summer meal service training and resources can be found on ADE's website at <https://www.azed.gov/hns/sfsp>

Fiscal Action Assessed?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$286.65
<input type="checkbox"/> No- NSLP	<input checked="" type="checkbox"/> Yes- NSLP	\$5,308.50
<input checked="" type="checkbox"/> No - SSO SBP	<input type="checkbox"/> Yes- SSO SBP	\$0.00
<input checked="" type="checkbox"/> No - SSO NSLP	<input type="checkbox"/> Yes- SSO NSLP	\$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **September 28, 2024** to Danielle.Kirksey@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 on the National School Lunch Program Administrative Review tab on the ADE website.

Tom Horne, Superintendent of Public Instruction
1535 West Jefferson Street • Phoenix Arizona 85007 • www.azed.gov
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