



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Colorado City Unified District

CTD: 08-02-14

Site: El Capitan Public School

Contacts: Carol Timpson, Supervisor

Cindy Barlow, Food Service Director

Review Date: October 23, 2024

Exit Conference Date: October 23, 2024

Review Period: September, 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

Not Applicable.

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

Not Applicable.

Meal Access & Reimbursement: Verification

Not Applicable.

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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| 1 Meals served to teachers, administrators, custodians, and other adults were not priced so that the adult payment in combination with any per-lunch revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to cover the overall cost of the meal. Specifically, the district charges \$2.30 for breakfast and \$4.05 for lunch. As a non-pricing site, the minimum price for adult breakfasts is \$2.84 and the minimum price for adult lunches is \$4.84. | Discussed ways to determine adult meal prices which included a per meal cost analysis and pricing utilizing the Adult Meal Pricing Tool. For Non-Pricing Sites: pricing adult meals to reflect the amount of reimbursement received for a free meal plus the per meal value of entitlement and bonus commodities for non-pricing programs. Referred to Adult Meal Pricing Tool located on ADE's website at https://www.azed.gov/hns/nslp/forms/ under the Financial accordion. | <i>Please provide a written description of the steps which have been taken to increase adult meal prices, including the exact formula used to price adult meals. Additionally, please provide documentation demonstrating the prices have been increased to the appropriate level and documentation supporting that the difference between adult meal price charged and the required adult meal prices throughout the month of September 2024 has been restored to nonprofit school food service account using non-Federal funds.</i> |
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General Program Compliance: Civil Rights

No Findings.

General Program Compliance: SFA On-Site Monitoring

No Findings.

General Program Compliance: Local Wellness Policy & School Meal Environment

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| 2 The Local Wellness Policy (LWP) did not contain all required elements. Specifically, the LWP did not contain goals for nutrition promotion, specific goals for other school-based activities that promote student wellness, policies for food and beverage marketing, or a description of public involvement, public updates, policy leadership, and evaluation plan. | Discussed feasible options for language that can be written into the Local Wellness Policy. Team Nutrition Resources can be found at http://www.teamnutrition.usda.gov/ . 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. | <i>Please provide a written plan for how goals for nutrition promotion, specific goals for other school-based activities that promote student wellness, policies for food and beverage marketing, and a description of public involvement, public updates, policy leadership, and evaluation plan will be added to the Local Wellness Policy. The plan should include draft language of the element to be added, who will be involved in updating the Local Wellness Policy, and the date the update is expected to be completed. Additionally, provide written assurance that the Local Wellness Policy will be specific to your institution.</i> |
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General Program Compliance: Smart Snacks in Schools

Not Applicable.

General Program Compliance: Professional Standards

3 School Nutrition Programs director and staff tasked with National School Lunch Program procurement responsibilities have not completed annual training on Federal procurement standards.

Discussed that school nutrition program directors, management, and staff tasked with National School Lunch Program procurement responsibilities must complete annual training on Federal procurement standards annually. Additionally discussed that procurement training may count towards the professional standards training standards. 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. Procurement Basics training can be found on ADE's website at <https://www.azed.gov/hns/nslp/training> under the Online Training Library accordion.

Please provide the certificate of completion of Procurement Basics (or an equivalent training on Federal procurement standards) for School Nutrition Programs director and staff tasked with National School Lunch Program procurement responsibilities. Additionally, please provide written assurance that annual training on Federal procurement standards will be completed annually.

General Program Compliance: Water Availability

No Findings.

General Program Compliance: Food Safety, Storage and Buy American

No Findings.

General Program Compliance: Reporting and Recordkeeping

No Findings.

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 2025 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 Colorado City Unified District on completing the NSLP Administrative Review for school year 2024-2025. I'd like to take the time to recognize the eagerness to learn more about menu planning. The program staff has done such a wonderful job at maintaining the program. Thank you for the hospitality and the warm welcome. 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?

<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 **December 27, 2024** to Danielle Kirksey at Danielle.Kirksey@azed.gov. The response must be on organizational letterhead and signed by an authorized representative and must indicate that corrective actions will be implemented SFA-wide.

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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