



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Bowie Unified District

CTD: 02-02-14

Site: Bowie Elementary School

Contacts: Rich Arkanoff, Superintendent and Irma Vasquez, Food Service

Review Date: February 20, 2025

Exit Conference Date: February 20, 2025

Review Period: January 2025

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
<b>Performance Standard 1: Certification and Benefit Issuance – Critical Area</b>			
1	Student eligibility certification was incorrectly determined. Specifically, an incomplete application certified two students for free benefits; three applications used incorrect household totals; and one student was extended benefits without supporting documentation. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications, Reviewing Applications Based on Income, Assessing Completeness of Categorically Eligible Applications, Determining Eligibility for Categorically Eligible Applications sections in USDA's Eligibility Manual for School Meals found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion. Required completing the training: Step-by-Step Instruction: How to Process Household Applications 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 Library accordion.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to reduce the amount of errors that occur while determining the eligibility status for each student. Additionally, the certificate of completion of Step-by-Step Instruction: How to Process Household Applications must be submitted.</i>
2	Direct certification matches were not correctly certified. Specifically, two students matched with an eligible program through direct certification but were categorized as paid based the submitted income application. This contributed toward fiscal action calculations.	Discussed how to properly certify students who match in direct certification. Referred to Determining Eligibility for Categorically Eligible Applications section in USDA's Eligibility Manual for School Meals found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to reduce the amount of errors that occur while certifying students who match in direct certification for free or reduced-price benefits.</i>
<b>Performance Standard 1: Meal Counting and Claiming – Critical Area</b>			
3	Meal count totals by eligibility category were not correctly combined and recorded at breakfast and lunch during the review period. This was deemed a non-systemic error and did not 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.	<i>Please provide a written description of changes to the system that have been implemented to ensure that meal count totals by eligibility category are correctly combined and recorded, including the date of implementation.</i>

---

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

---

- |   |  |  |
|---|--|--|
| <p>4 The following product could not be credited towards the meal pattern due to insufficient documentation: Beef Tacos. Without sufficient documentation, the reviewer was unable to determine if meat/meat alternate quantity requirements were met at lunch on January 14, 2025. This was a repeat finding from the previous cycle and therefore did contribute toward fiscal action calculations.</p> | <p>Discussed requirements regarding standardized recipe sheets, nutrition labels, and ingredient lists that should be maintained to support the served menu. Additionally, processed product documentation and provided examples. USDA Food Fact Sheets can be found on USDA's website at <a href="https://www.fns.usda.gov/fdd/nsfp-usda-foods-fact-sheets/">https://www.fns.usda.gov/fdd/nsfp-usda-foods-fact-sheets/</a>. The CN Labels and Product Formulation Statements Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nsfp/training">http://www.azed.gov/hns/nsfp/training</a> under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action.</p>  | <p><i>Please provide a standardized recipe sheet and the supporting nutrition information for the Beef Tacos. Additionally, please provide written assurance that a products will not be credited towards the meal pattern without proper crediting documentation.</i></p>   |
| <p>5 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 0.75 oz eq of meat/meat alternate was served on January 15, 2025, when 1 oz eq is required daily at lunch for grades K-8. This was determined to be a repeat finding from the previous cycle and contributed 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 serving utensils, recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nsfp">http://www.azed.gov/hns/nsfp</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/nsfp/training">http://www.azed.gov/hns/nsfp/training</a> under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nsfp/training">http://www.azed.gov/hns/nsfp/training</a> under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that daily meat/meat alternate quantities at lunch meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</i></p> |

<p>6 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 3 oz eq of meat/meat alternate was served on January 13-16, 2025 when 7 oz eq is required weekly at lunch for grades K-8. This was determined to be a repeat finding from the previous cycle and contributed 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 serving utensils, recipes, etc.). 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. The Using Appropriate Serving Utensils Recorded Webinar &amp; Webinar Slides 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.</p>	<p><i>Please provide a written description of the changes that have been made to ensure that weekly meat/meat alternate quantities at lunch meet minimum amounts required by the meal pattern.</i></p>
<p>7 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 4 oz eq of grains were served on January 13-16, 2025 when 6.5 oz eq is required weekly at lunch for grades K-8. This was determined to be a repeat finding from the previous cycle and contributed 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 serving utensils, recipes, etc.). 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. The Using Appropriate Serving Utensils Recorded Webinar &amp; Webinar Slides 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.</p>	<p><i>Please provide a written description of the changes that have been made to ensure that weekly grain quantities at lunch meet minimum amounts required by the meal pattern.</i></p>

---

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

---

*No Findings.*

---

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

---

8	The benefit issuance document is not being updated in a timely manner to reflect changes in eligibility, new students, transfer students, or withdrawn students. Specifically, one withdrawn student remained on the document and there was a discrepancy between the number of Free and Reduced-Price students listed and the amount reported on the claim.	Discussed potential changes that can be made to system to ensure that updates are made in a timely manner. Additionally, discussed that schools must make a determination and notify the household of its eligibility status within 10 days of receiving the application. The Step-by-Step Instruction: How to Create a Benefit Issuance Document (BID) 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 Library accordion.	<i>Please provide written procedures for updating the benefit issuance document to reflect changes in eligibility, new students, transfer students, or withdrawn students in a timely manner. Additionally, please provide the certificate of completion for Step-by-Step Instruction: How to Create a Benefit Issuance Document (BID) must be submitted.</i>
---	--	---	---

---

#### Meal Access & Reimbursement: Verification

---

9	The SFA did not have sufficient documentation to support follow-up attempts to households that did not adequately respond to the request for verification.	Discussed requirement for SFAs to document contact was attempted in writing (mail or email) or by telephone or text message. Referred to Verification Tracking Form found at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Calendars and Checklists 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/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion.	<i>Please provide written procedures that will be implemented when following up with households that did not adequately respond to the request for verification, including how it will be documented.</i>
10	Verification procedures were not followed correctly. Specifically, the SFA did not update the benefit issuance document to reflect eligibility status changes as the result of verification.	Discussed that an increase in benefit status should be reflected on the benefit issuance document no later than 3 operating days after verification and an decrease in benefit status should be reflected on the benefit issuance document 10 calendar days after verification. Referred to ADE's Verification Tracking Form and Online Training: Verification Review on ADE's website at <a href="http://www.azed.gov/hns/nslp/verification">http://www.azed.gov/hns/nslp/verification</a> . 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/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion.	<i>Please provide written procedures for ensuring student eligibility status will be updated on the benefit issuance document in the proper time frame.</i>
11	Verification activities were not completed by November 15. Specifically, households were not notified of the results of verification until December 18, 2024.	Discussed requirement for completion of verification activities by November 15, including the notification of verification results. Referred to Verification Best Practices Calendar and Online Training: Verification Review found at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Calendars and Checklists accordion.	<i>Please provide written assurance that verification will be completed by November 15 each year, as well as the steps that will be taken to ensure this requirement is adhered to.</i>

---

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

---

12	Daily edit checks are not being conducted appropriately. Specifically, the attendance factor was incorrect and the worksheet was incomplete.	Discussed how to complete daily edit checks using ADE's Daily Edit Check worksheet. The Daily Edit Check Worksheet 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 Operational accordion. The Step-by-Step Instruction: How to Complete Daily Edit Checks 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 Library accordion.	<i>Please provide a completed daily edit check worksheet for the most recently submitted claim month. Additionally, please provide written assurance that daily edit checks will be conducted. Additionally, the certificate of completion of Step-by-Step Instruction: How to Complete Daily Edit Checks must be submitted.</i>
----	--	--	--

---

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

---

13	Cafeteria staff have not been properly trained on Offer versus Serve (OVS) meal service.	Discussed that schools are expected to conduct training for point of service and serving line staff so they can help students select the required food components/food items in the quantities needed for reimbursable lunches and breakfasts. Additionally discussed that this could be included in the annual training requirements for program staff. Referred to USDA's Offer Versus Serve Manual located on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion.	<i>Please provide a written description of how cafeteria staff will be trained on OVS. Additionally, the certificate of completion of Meal or No Meal and Meal or No Meal - Breakfast Edition must be submitted.</i>
----	--	---	--

---

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

---

*No Findings.*

---

#### Resource Management

---

14	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, an outdated adult meal pricing tool that utilized reimbursements from school year 2020-2021 resulting in \$2.85 being charged for adult breakfast when a minimum of \$2.89 should have been charged.	Discussed ways to determine adult meal prices which included a per meal cost analysis and pricing utilizing the Adult Meal Pricing Tool. For Pricing Sites: the paid meal price plus the amount of reimbursement received for a paid meal plus the per meal value of entitlement and bonus commodities for pricing programs. Referred to Adult Meal Pricing Tool located on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms/">https://www.azed.gov/hns/nslp/forms/</a> 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 January 2025 of non-Federal funds were used to cover the price of serving adult meals served during the review period of non-Federal funds were used to cover the price of serving adult meals served during the review period.</i>
----	---	---	--

15	Documentation was not provided to support the usage of Supply Chain Assistance funds nor was a plan for usage of the funds provided.	Discussed that the attestation statement signed by the SFA detailed that the SFA will use Supply Chain Assistance (SCA) funds only for purchasing unprocessed or minimally processed domestic food products and that SFAs are required to maintain purchasing and other related records for review and audit purposes. Referred to SP 03-2022: Allocation of Supply Chain Assistance (SCA) Funds to Alleviate Supply Chain Disruptions in the School Meal Programs located on ADE's website at <a href="https://www.azed.gov/hns/memos">https://www.azed.gov/hns/memos</a> .	<i>Please provide documentation demonstrating how the \$13,947.08 of Supply Chain Assistance funds were spent or a plan on how the funds will be spent.</i>
----	--	--	---

---

#### General Program Compliance: Civil Rights

---

*No Findings.*

---

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

---

16	On-site reviews of the breakfast and lunch meal counting and claiming procedures for all sites within the SFA are not being conducted each year prior to February 1. Specifically, the SFA indicated on-site monitoring is not a routine practice and had not occurred prior to the review notification. Additionally, the submitted monitoring forms were completed and signed on February 3, 2025.	Discussed that every school year, each school food authority with more than one school shall perform no less than one on-site review of the counting and claiming system for each school under its jurisdiction prior to February 1. The Internal On-Site Monitoring Form - Lunch template 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 Operational accordion. Discussed who would be responsible for completing this each year.	<i>Please provide a completed Internal On-Site Monitoring Form of the Meal Counting and Claiming System for breakfast and lunch at Bowie Elementary School. Additionally, please provide a written description of the process that has been put in place to ensure that all sites receive an on-site review of the meal counting and claiming procedures at lunch each year prior to February 1.</i>
----	--	--	--

---

#### General Program Compliance: Local Wellness Policy

---

17	A recent assessment of the implementation of the Local Wellness Policy 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 Local Wellness Policy, how the LEA's Local Wellness Policy 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 Local Wellness Policy. 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

---

18	Foods served to students in grades K-8 during the school day do not meet Smart Snacks Standards. Specifically, the Lay's potato chips in which the calories from total fat exceed 35%.	Discussed Smart Snacks requirements for grades K-8 including that all foods and beverages sold or served to students during the school day (defined as the midnight before to 30 minutes after the end of the school day) must meet Smart Snack requirements. The Alliance for a Healthier Generation Smart Snacks Product Calculator 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 Operational accordion. Smart Snacks Summary Chart and additional resources can be found on USDA's website at <a href="https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks">https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks</a> . The Online Course: Smart Snacks and Competitive Foods Standards in Arizona 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 Library accordion.	<i>Please provide written procedures for assessing whether a product meets Smart Snacks Standards and written assurance that Lay's Classic Potato Chips will no longer be served or sold during the school day. Additionally, the certificate of completion of Online Course: Smart Snacks and Competitive Foods Standards in Arizona must be submitted.</i>
----	--	--	--

---

**General Program Compliance: Professional Standards**

---

19	The School Nutrition Program Director hired on or after July 1, 2015 did not complete the required 8 hours of food safety training within 30 days of being hired or within 5 years prior to hire date.	Discussed requirement and feasibility for attending an available certification training within current school year. Food Safety Online Training Library can be found on ICN's website at <a href="https://theicn.org/icn-resources-a-z/food-safety/">https://theicn.org/icn-resources-a-z/food-safety/</a> .	<i>Please provide the expected date that food safety certification training will be completed by the School Nutrition Program Director.</i>
20	Paid Part-Time Student Workers have not met the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.	Discussed 4 hour training requirement and feasibility for attending upcoming applicable trainings. Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program 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 Build Your Employees Training Plans accordion. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors 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 Library accordion.	<i>Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that Part-Time Student Workers are registered for. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.</i>

21	Employees outside of the School Nutrition Program with responsibilities that include duties related to the operation of the School Nutrition Program have not received applicable training nor has sufficient training been planned. Specifically, the business manager with responsibilities of certification and benefit issuance and the principal occasionally operating the point of sale to collect meal counts.	Discussed 4 hour training requirement, employee's job duties, and applicable trainings that could be provided and feasible timeline. Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program 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 Build Your Employees Training Plans accordion. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors 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 Library accordion.	<i>Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that employees outside of the School Nutrition Program with responsibilities related to the operation of the School Nutrition Programs will receive.</i>
----	--	---	---

---

#### General Program Compliance: Water

---

*No Findings.*

---

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

---

22	The following products observed at Bowie Elementary were in violation of the Buy American Provision (i.e., were non-domestic) and documentation justifying a Buy American exception were not maintained on file: Mini Watermelon from Mexico and Grapes from Chile.	Discussed that funds used from the nonprofit school food service account must be used to procure food products that comply with the Buy American Provision. Additionally discussed procedures for documenting a Buy American exception. Referred to SP38-2017, Buy American Webinar and FAQ. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, 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 Operational accordion. Buy American Recorded Webinar and FAQ 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 Library accordion.	<i>Please provide a written description of the changes that have been made to procurement and/or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i>
----	---	---	--

---

#### General Program Compliance: Reporting and Recordkeeping

---

23	Production record crediting is inaccurate. Specifically, the following items did not reflect correct crediting information: Grilled Chicken.	Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Additionally discussed that crediting information is not a required element of a production record and therefore is not required to be included on the production record. Crediting resources 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 a written description of changes made to ensure crediting is correctly reflected on production records. If the operation chooses not to include the optional crediting information on the production record moving forward, please provide production records for 5 consecutive days demonstrating that it is no longer included.</i>
----	--	--	---

---

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

---

- |   |  |  |
|---|--|--|
| <p>24 Households were not notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year.</p> | <p>Discussed methods of notifying families of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year and determined which was most feasible. Summer feeding locations can be found at <a href="https://www.azhealthzone.org/">https://www.azhealthzone.org/</a>.</p> | <p><i>Please provide a written description of how households will be notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year, including the documentation that will be used for the notification. Additionally, please provide written assurance that this will occur at the end of each school year.</i></p> |
|---|--|--|

---

**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! Bowie Unified District has completed the administrative review for the 2024-2025 school year. It is recommended that trainings in Certification and Benefit Issuance, Verification, Meal Components and Quantities are completed throughout the year. It is also recommended that internal compliance checks are conducted periodically in these critical areas to maintain program integrity. Thank you for your patience and cooperation during the review process.

**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	\$121.94
<input type="checkbox"/> No- NSLP	<input checked="" type="checkbox"/> Yes- NSLP	\$706.10

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 30, 2025 to Jackie Rodriguez at [Jackie.Rodriguez@azed.gov](mailto:Jackie.Rodriguez@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

---

Program Director 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.