



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Crane Elementary District

CTD: 14-04-13

Site: Boys & Girls Club - Yuma Branch – Yuma,
Crane Middle School
Educational Opportunity Center Charter High School
Menta Academy Yuma

Contacts: Laurie Doering, Superintendent
Vianney Mendoza, Director of School Nutrition

Review Date: January 21-23, 2025

Exit Conference Date: January 23, 2025

Review Period: December 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	Breakfast and lunch services observed on the day of review did not support that reimbursable meal counts are accurate. Specifically, meal counts were not being conducted at the point of service. This was deemed a systemic error and contributed towards fiscal action calculations. A full recalculation of breakfasts and lunches served for the months of August, September, October, November, December, and January will be conducted at Menta Academy Yuma.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Menta Academy Yuma has agreed to complete daily meal counts at point of service using a meal count sheet.	<i>Changes to the procedures of meal counting and claiming have been made. A fiscal recalculation of breakfasts and lunches will be conducted using counts from 30 operating days utilizing new counting and claiming procedures. An updated report will be issued after the recalculation is complete.</i>
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Performance Standard 2: Meal Components & Quantities – Critical Area

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| 2 | <p>Vegetable subgroup quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 1/4 cup of beans/peas (legumes) was served on 12/3/2024 when 1/2 cup is required weekly at lunch for grades K-8 at Menta Academy Yuma. This was not a repeat finding from the previous cycle and therefore did not contribute 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 http://www.azed.gov/hns/nslp under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://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. 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 beans/peas (legumes) 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> |
| 3 | <p>Vegetable subgroup quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 1/8 cup and 3/8 cup of starchy was served during the week of review at Menta Academy Yuma and Crane Middle School, respectively, when 1/2 cup is required weekly at lunch for grades K-8. Additionally, 1 cup of red/orange vegetable was served during the week of review at Educational Opportunity Center Charter High School when 1 1/4 cup is required weekly for grades 9-12. This was not a repeat finding from the previous cycle and therefore did not contribute 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 http://www.azed.gov/hns/nslp under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://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. 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 vegetable quantities at lunch meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Using Appropriate Serving Utensils must be submitted.</i></p> |

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| <p>4 The following vegetable subgroup was not offered during the review period: Starchy. Specifically, no starchy vegetables were served at Educational Opportunity Center Charter High School during the review period. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.</p> | <p>Discussed vegetable subgroup requirements for the age/grade groups served. vegetable Subgroup Quick Guide can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Please note that repeated violations involving vegetable subgroups may result in fiscal action.</p> | <p><i>Please provide one week of lunch production records for Educational Opportunity Center Charter High School which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</i></p> |
| <p>5 Food quantities observed at lunch on the day of review did not meet minimum amounts required by the meal pattern. Specifically, 1/2 cup vegetables was served at Menta Academy Yuma when 3/4 cup (K-8) and 1 cup (9-12) is required daily at lunch. This was not a repeat finding from the previous cycle and therefore did not contribute 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 http://www.azed.gov/hns/nslp under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://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. 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 vegetable 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

No Findings.

Meal Access & Reimbursement: Verification

No Findings.

Meal Access & Reimbursement: Meal Counting and Claiming

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| 6 | Daily edit checks are not being conducted. | 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 https://www.azed.gov/hns/nslp/forms under the Operational accordion. The Step-by-Step Instruction: How to Complete Daily Edit Checks 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 completed daily edit check worksheet for the most recently submitted claim month for Menta Academy Yuma. 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> |
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Meal Pattern & Nutritional Quality: Offer Versus Serve

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| 7 | Signage which explains what constitutes a reimbursable meal and includes the requirement to select 1/2 cup fruit or vegetable was not displayed to students at breakfast or lunch. Specifically, Menta Academy Yuma did not have reimbursable meal signage posted in meal service areas. | Discussed the requirement for SFAs to identify, near or at the beginning of the serving line, the food items that constitute a reimbursable meal to assist students in selecting the required meal components in the appropriate quantities. Additionally discussed feasible options for signage and where to display it. Printable POS Signage can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. | <i>Reimbursable meal signage was posted during the on-site review. No further corrective action is required.</i> |
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Meal Pattern & Nutritional Quality: Meal Components and Quantities

No Findings.

Resource Management

No Findings.

General Program Compliance: Civil Rights

No Findings.

General Program Compliance: SFA On-Site Monitoring

No Findings.

General Program Compliance: Local Wellness Policy

No Findings.

General Program Compliance: Competitive Food Services

No Findings.

General Program Compliance: Professional Standards

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| 8 | 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 https://theicn.org/icn-resources-a-z/food-safety/ . | <i>The food safety training was completed on May 1, 2025. No further corrective action required.</i> |
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General Program Compliance: Water

No Finding.

General Program Compliance: Food Safety, Storage and Buy American

No Findings.

General Program Compliance: Reporting and Recordkeeping

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| 9 | The site application in CNPWeb indicated that Crane Middle School and Boys & Girls Club - Yuma Branch - Yuma is using the NSLP meal pattern, but the sites are following the CACFP meal pattern. | Discussed steps required to update the site application in CNPWeb to reflect current practice of following a Child and Adult Food Program meal pattern, including notifying the assigned specialist approving applications of the update. | <i>Site applications were updated during the review. No further corrective action is required.</i> |
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General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach

No Finding.

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

No Finding.

Comments/Recommendations:

Congratulations Crane Elementary District! You've gotten through this massive administrative review for school year 2024-2025. Reflecting back on our time together, it is evident that each staff member that I've come across involved in the National School Lunch Program shares a passion for feeding their students. I appreciate how everyone was so eager to learn more about all aspects of the program; it assisted in the flow of the review.

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 type="checkbox"/> No- SBP	<input checked="" type="checkbox"/> Yes- SBP	\$3,604.36
<input type="checkbox"/> No- NSLP	<input checked="" type="checkbox"/> Yes- NSLP	\$5,295.32

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **June 22, 2025** 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

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
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This institution is an equal opportunity provider.