



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Dilcon Community School, Inc.

CTD: 09-40-16

Site: Dilcon Community School, Inc.

Contacts: Virginia Chischillie, Food Service Manager; William Wachunas, Principal

Review Date: April 17, 2025

Exit Conference Date: April 17, 2025

Review Period: March 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 |
|--|--------------------------------|-------------------------------|----------------------------|
| Performance Standard 1: Certification and Benefit Issuance – Critical Area           |                                |                               |                            |
|  | No findings.                   |                               |                            |
| 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                      |                                |                               |                            |
|  | No findings.                   |                               |                            |
| Meal Access & Reimbursement: Verification  |                                |                               |                            |
|  | No findings.                   |                               |                            |
| Meal Access & Reimbursement: Meal Counting and Claiming                              |                                |                               |                            |
|  | No findings.                   |                               |                            |
| Meal Pattern & Nutritional Quality: Offer Versus Serve                               |                                |                               |                            |
|  | Not applicable.                |                               |                            |
| Meal Pattern & Nutritional Quality: Meal Components and Quantities                   |                                |                               |                            |
|  | Not applicable.                |                               |                            |
| Resource Management  |                                |                               |                            |
|  | No findings.                   |                               |                            |
| General Program Compliance: Civil Rights   |                                |                               |                            |

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|---|---|---|
| <p>1 The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, the Breakfast and Supper Menus did not contain the most current USDA nondiscrimination statement.</p> | <p>Discussed where to find nondiscrimination statement on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> and whether long or short statement would be most appropriate.</p> | <p><i>Please provide an updated Menus with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i></p> |
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**General Program Compliance: SFA On-Site Monitoring**

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*Not applicable.*

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**General Program Compliance: Local Wellness Policy**

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*No findings.*

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**General Program Compliance: Competitive Food Services**

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*No findings.*

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**General Program Compliance: Professional Standards**

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*No findings.*

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**General Program Compliance: Water**

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*No findings.*

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

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*No findings.*

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**General Program Compliance: Reporting and Recordkeeping**

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*No findings.*

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

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*No findings.*

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**Other Federal Program Reviews: Afterschool Snack Program**

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*Not applicable.*

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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2025 if applicable.

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**Other Federal Program Reviews: Fresh Fruit and Vegetable Program**

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*Not applicable.*

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**Other Federal Program Reviews: Special Milk Program**

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*Not applicable.*

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**Other Federal Program Reviews: At-Risk Afterschool Meals**

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- 2 Production records do not support that the At-Risk Afterschool Meals served meet meal pattern requirements. Specifically, on March 26, 2025 1/2 cup of fruit juice was served during Afternoon Snack when at least 3/4 cup of fruit and/or vegetable is required. This contributed toward fiscal action calculations.
- Discussed the meal pattern requirements of At-Risk Afterschool Meals. The meal pattern chart can be found on ADE's website at <https://www.azed.gov/hns/afterschool> under the Meal Pattern accordion. Step-by-Step Instruction: How to Plan a Snack Menu for the Afterschool Care Snack Program can be found on ADE's website at <https://www.azed.gov/hns/afterschool/trainingforSFAs> under the How-To Guides accordion.
- Please provide copies of completed At-Risk Afterschool Meals production records for 5 consecutive days. Additionally, please provide written assurance that the At-Risk Afterschool Meals meal pattern will be adhered to at all times. Additionally, the certificate of completion for Step-by-Step Instruction: How to Plan a Snack Menu for the Afterschool Care Snack Program.*

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Comments/Recommendations:

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Congratulations! Dicon Community School, Inc. has completed the administrative review for the 2024-2025 school year. Thank you for your hospitality and organization during the review process. It is evident that you are working hard to ensure your students are fed healthy meals in a welcoming 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 | \$98.01 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by June 2, 2025 to [Destinee.Williams@azed.gov](mailto:Destinee.Williams@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.

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|--------------------|------|
| 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  
 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.