



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Pinon Community School Board

CTD: 09-39-15

Site: Pinon Community School

Contacts: Carol Nelwood, Business Manager; Joe Benally, Principal

Review Date: March 26, 2025

Exit Conference Date: March 26, 2025

Review Period: February 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			
1	During the week of review, at least 80% of grains served at lunch were not whole grain-rich. Specifically, only 52.38% of grains served at lunch during February 3-7, 2025 were whole grain-rich.	Discussed requirement for at least 80% of grains served to be whole grain-rich, how to identify whole grain-rich items, and potential changes to the menu to increase whole grain-rich percentage. USDA's Whole Grain Resource for the National School Lunch and Breakfast Programs: A Guide to Meeting the Whole Grain-Rich Criteria 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.	Please provide one week of lunch production records and supporting documentation (e.g., Child Nutrition label, Product Formulation Statement, ingredient lists, Nutrition Facts labels, etc.) that demonstrate at least 80% of grains served at lunch were whole grain-rich.
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			

2	Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check does not match the attendance factor on the monthly reimbursement claims.	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 the attendance factor reflected on the daily edit check worksheet will be updated annually.</i>
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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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*No findings.*

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

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*No findings.*

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**Resource Management**

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*No findings.*

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**General Program Compliance: Civil Rights**

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3	The Civil Rights Compliance Form is not being completed correctly. Specifically, enrolled students were not reported in the Ethnicity chart.	Discussed requirement for completing form and how to collect racial/ethnic data from program participants. The form can be found on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> . The Step-by-Step Instruction: How to Complete the Civil Rights Compliance Form 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 how the Civil Rights Compliance form will be completed to entirety by December 15 each year and maintained, including the individual who will be responsible for completing the form. Additionally, the certificate of completion of Step-by-Step Instruction: How to Complete the Civil Rights Compliance Form must be submitted.</i>
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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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4	Reports are not submitted to the State agency as required. Specifically, the Annual Financial Report was not submitted to ADE on time.	Discussed reporting requirements for Annual Financial Report and who would be responsible for submitting by October 15 each year.	<i>Please provide steps that will be taken to ensure that the Annual Financial Report will be submitted to ADE by October 15 each year, including the title of the individual responsible for submitting it.</i>
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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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5	An Afterschool Snack Program (ASP) monitoring review was not conducted within the first four weeks of operation.	Discussed Afterschool Snack Program (ASP) monitoring requirements. A sample ASP monitoring form can be found on ADE's website at <a href="https://www.azed.gov/hns/nsfp/forms">https://www.azed.gov/hns/nsfp/forms</a> under the Operational accordion.	<i>Please provide written steps that will be taken to ensure that the Afterschool Snack Program will be monitored once within the first four weeks of operation, including the individual responsible for completing the monitoring review. Additionally, please provide written assurance that documentation of monitoring reviews will be maintained for a minimum of 5 years.</i>
6	Production records do not support that the Afterschool Snack Program (ASP) meal pattern was met. Specifically, on February 5, 2025 1/2 cup of fruit was served when 3/4 cup is required. Additionally, on February 6, 2025 1/4 cup of vegetables was served when 3/4 cup is required. This contributed toward fiscal action calculations.	Discussed the meal pattern requirements of the ASP. The ASP meal pattern chart can be found on ADE's website at <a href="https://www.azed.gov/hns/afterschool">https://www.azed.gov/hns/afterschool</a> under the Meal Pattern accordion.	<i>Please provide Afterschool Snack Program (ASP) production records for 5 consecutive days that demonstrate that the ASP meal pattern requirements have been met. Additionally, please provide written assurance that the ASP meal pattern will be adhered to at all times.</i>

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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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7	At-Risk evening snack counts were not correctly combined and recorded during the review period. This 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 At-Risk evening snack count totals are correctly combined and recorded, including the date of implementation.</i>
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| <p>8 Production records do not support that the At-Risk Afterschool Meals served meet daily NSLP meal pattern requirements for grades 9-12. Specifically, 1/2 cup of fruit was served on February 2-6, 2025 when 1 cup is required daily. Additionally, 3/4 cup of vegetable was served on February 2 &amp; 5, 2025 and 7/8 cup of vegetable was served on February 3-4, 2025 during the review period when 1 cup is required daily. Additionally, 1.5 oz eq of meat/meat alternate was served on February 4, 2025 when 2 oz eq is required daily. Additionally, 1.25 oz eq of grain was served February 3-4, 2025 when 2 oz is required daily. This contributed toward fiscal action calculations.</p>                                                                         | <p>Discussed the meal pattern requirements of At-Risk Afterschool Meals. The meal pattern chart can be found on ADE's website at <a href="https://www.azed.gov/hns/afterschool">https://www.azed.gov/hns/afterschool</a> under the Meal Pattern accordion. Step-by-Step Instruction: How to Plan a Supper Menu Using the NSLP Meal Pattern can be found on ADE's website at <a href="https://www.azed.gov/hns/afterschool/trainingforSFAs">https://www.azed.gov/hns/afterschool/trainingforSFAs</a> under the How-To Guides accordion.</p>           | <p><i>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 Supper Menu Using the NSLP Meal Pattern.</i></p>           |
| <p>9 Production records do not support that the At-Risk Afterschool Meals served meet weekly NSLP meal pattern requirements for grades 9-12. Specifically, 2 1/2 cup of fruit was served during the week of review when 5 cups is required weekly. Additionally, 4 1/4 cup of vegetable was served during the week of review when 5 cups is required weekly. Additionally, 1 cup of red/orange vegetable subgroup was served during the week of review when 1 1/4 cup is required weekly. Additionally, 9.5 oz eq of meat/meat alternate was served during the week of review when 10 oz eq is required weekly. Additionally, 8.5 oz eq of grain was served during the week of review when 10 oz eq is required weekly. This contributed toward fiscal action calculations.</p> | <p>Discussed the meal pattern requirements of At-Risk Afterschool Meals. The meal pattern chart can be found on ADE's website at <a href="https://www.azed.gov/hns/afterschool">https://www.azed.gov/hns/afterschool</a> under the Meal Pattern accordion.</p>                                                                                                                                                                                                                                                                                       | <p><i>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.</i></p>                                                                                                                                            |
| <p>10 Production records do not support that the At-Risk Afterschool Meals served meet meal pattern requirements. Specifically, on February 5, 2025 1/2 cup of fruit was served when 3/4 cup is required for snack. This contributed toward fiscal action calculations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>Discussed the meal pattern requirements of At-Risk Afterschool Meals. The meal pattern chart can be found on ADE's website at <a href="https://www.azed.gov/hns/afterschool">https://www.azed.gov/hns/afterschool</a> 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 <a href="https://www.azed.gov/hns/afterschool/trainingforSFAs">https://www.azed.gov/hns/afterschool/trainingforSFAs</a> under the How-To Guides accordion.</p> | <p><i>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.</i></p> |

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| 11 An on-site At-Risk Evening Snack service review was not completed within the first four weeks of operation at Pinon Community School. | Discussed SFAs are required to perform no less than two on-site snack service reviews of the At-Risk Afterschool Meals each year, one occurring within the first four weeks of operation. The At-Risk Afterschool Meals Site Review Form for Snacks can be found on ADE's website at <a href="https://www.azed.gov/hns/afterschool/programforms">https://www.azed.gov/hns/afterschool/programforms</a> under the Operational accordion. | <i>Please provide a written description of the process that has been put in place to ensure that all sites operating At-Risk Afterschool Snacks will receive two on-site reviews each year, one occurring within the first four weeks of operation.</i>                                               |
| 12 An on-site At-Risk Supper meal service review was not completed by February 1 at Pinon Community School.                              | Discussed SFAs are required to perform no less than one on-site meal service review of the At-Risk Afterschool Meals by February 1 each year. The At-Risk Afterschool Meals Site Review Form for Meals <a href="https://www.azed.gov/hns/afterschool/programforms">https://www.azed.gov/hns/afterschool/programforms</a> under the Operational accordion.                                                                               | <i>Please provide a completed At-Risk Afterschool Meals Site Review Form for Meals. Additionally, please provide a written description of the process that has been put in place to ensure that all sites operating At-Risk Afterschool Meals will receive a review prior to February 1 annually.</i> |

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Comments/Recommendations:

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Congratulations! Pinon Community School Board has completed the Administrative Review for the 2024-2025 program year. Thank you for your hospitality throughout 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	\$0
<input type="checkbox"/> No- NSLP	<input checked="" type="checkbox"/> Yes- NSLP	\$1,524.50

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 21, 2025 to Destinee Williams at [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

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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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