



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Salt River Pima-Maricopa Community Schools

CTD: 07-86-56

Site: Salt River Accelerated Learning Academy

Contacts: Sheryl Houston, Acting Education Superintendent and Shannon Reina, Food Service Manager

Review Date: February 19, 2025

Exit Conference Date: February 19, 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
Performance Standard 1: Certification and Benefit Issuance – Critical Area			
	<i>No findings</i>		

Performance Standard 1: Meal Counting and Claiming – Critical Area			
	<i>No findings</i>		

Performance Standard 2: Meal Components & Quantities – Critical Area			
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1	Daily grain quantities did not meet the meal pattern for grades 9-12. Specifically, 1 ounce equivalent grains was served on January 13, 14, 15, 16, and 17, 2025, when 2 ounce equivalent grain is required daily at lunch for grades 9-12. Review was expanded to the entire review period and did not meet minimum amounts required by the meal pattern. Specifically, 1 ounce equivalent grains was served on January 9, 21, 22, 23, 24, 27, 28, and 29, 2025, when 2 ounce equivalent grain is required daily at lunch for grades 9-12. This was not a repeat finding from the previous cycle and therefore did not contribute 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 (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.	<i>Please provide a written description of the changes that have been made to ensure that minimum daily grain quantities meet the meal pattern for grades 9-12. Additionally, the certificate of completion of Using Appropriate Serving Utensils must be submitted.</i>
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2	Weekly grain quantities did not meet the meal pattern for grades 9-12. Specifically, 5 ounce equivalent grains was served the week of January 13-17, 2025, when 10 ounce equivalent grains are required weekly at lunch for grades 9-12. Review was expanded to the entire review period and did not meet minimum amounts required by the meal pattern. Specifically, 5 ounce equivalent grains was served the weeks of January 6-10, 20-24, and 27-31, 2025, when 10 ounce equivalent grains are required daily at lunch for grades 9-12. This was not a repeat finding from the previous cycle and therefore did not contribute 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 (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.	<i>Please provide a written description of the changes that have been made to ensure that minimum weekly grain quantities meet the meal pattern for grades 9-12 at lunch.</i>
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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

3	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 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. Additionally, please provide written assurance that the attendance factor reflected on the daily edit check worksheet will be updated annually.</i>
4	The CNPWeb site application does not reflect current practice observed on site. Specifically, the CNPWeb site application indicated Offer versus Serve was not implemented at breakfast when it was observed that Offer versus Service was implemented at breakfast.	Discussed CNPWeb site application must accurately reflect current practices. Additionally, discussed steps to take to update the application.	<i>A new site application in CNPWeb that accurately reflects Offer versus Service being implemented at breakfast was submitted and approved. Please provide written assurance that the CNPWeb site application will be updated to reflect current practices should they change.</i>

Meal Pattern & Nutritional Quality: Offer Versus Serve		
5 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 https://www.azed.gov/hns/nslp 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 must be submitted.</i>
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		
6 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 https://www.azed.gov/hns/nslp/forms under the Local Wellness Policy accordion. Local Wellness Policy Assessment: Making it Meaningful 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 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		
No findings		

General Program Compliance: Professional Standards

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| 7 | The School Nutrition Programs director has 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. | <i>Please provide the certificate of completion of Procurement Basics (or an equivalent training on Federal procurement standards) for the director. Additionally, please provide written assurance that annual training on Federal procurement standards will be completed annually.</i> |
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General Program Compliance: Water

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! Salt River Pima-Maricopa Community Schools has completed the administrative review for the 2024-2025 school year. Thank you for your hospitality, organization, and sense of urgency during the review process. Your team works marvelously together in order to do an outstanding job implementing the Child Nutrition Programs. It is evident that you are working hard to ensure your students are fed healthy, delicious meals in a supportive 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	\$0

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 29, 2025 to Liz McLaughlin at Liz.McLaughlin@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
1535 West Jefferson Street • Phoenix Arizona 85007 • www.azed.gov

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