



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Gila Crossing Community School

CTD: 07-39-01

Site: Gila Crossing Community School

Contacts: Jim Mosley, Superintendent and David Marks, Principal

Review Date: December 11, 2024

Exit Conference Date: December 11, 2024

Review Period: November 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
Performance Standard 1: Certification and Benefit Issuance – Critical Area			

No Findings.

### Performance Standard 1: Meal Counting and Claiming – Critical Area

1	Meal service lines observed on the day of review did not provide an accurate count at the point of service. Specifically, the meal counts were done prior to the student receiving a meal without the staff ensuring they received a reimbursable meal at breakfast and lunch. This was deemed a systemic error and contributed towards fiscal action calculations. A full recalculation of breakfast and lunch served for the months of August 2024-February 2025 was conducted.	Discussed allowable methods of obtaining meal counts. Additionally, discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.	<i>Changes to the procedures of meal counting and claiming have been made and a recalculation was conducted.</i>
2	Meal count totals were not correctly combined and recorded at breakfast and lunch during the review period. This was deemed a systemic error and 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>Changes to the procedures of meal counting and claiming have been made and a recalculation was conducted. An updated report will be issued after the recalculation is complete.</i>

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

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| <p>3 On the day of review, it was observed that 13 breakfasts counted for reimbursement did not contain all of the required meal components. This 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. Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. The Recognizing a Reimbursable Breakfast Meal at the Point of Service Recorded Webinar &amp; Webinar Slides 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.</p>   | <p><i>Please provide a written description of the changes that have been made to ensure that all breakfasts counted for reimbursement contain all of the required meal components. Additionally, the certificate of completion of Recognizing a Reimbursable Breakfast Meal at the Point of Service must be submitted.</i></p> |
| <p>4 On the day of review, it was observed that 3 lunches counted for reimbursement did not contain all of the required meal components. This contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 9-cents) until sufficient corrective action is received.</p>   | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. The Recognizing a Reimbursable Meal at the Point of Service Recorded Webinar &amp; Webinar Slides 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.</p>   | <p><i>Please provide a written description of the changes that have been made to ensure that all lunches counted for reimbursement contain all of the required meal components. Additionally, the certificate of completion of Recognizing a Reimbursable Meal at the Point of Service must be submitted.</i></p>              |
| <p>5 The following product could not be credited towards the meal pattern due to insufficient documentation: Quesadilla. Without sufficient documentation, the reviewer was unable to determine if meat/meat alternate quantity requirements were met at lunch on the day of review. This was not a repeat finding from the previous cycle and therefore did not 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/nslp-usda-foods-fact-sheets/">https://www.fns.usda.gov/fdd/nslp-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/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 standardized recipe sheet and the supporting nutrition information for the Quesadilla. Additionally, please provide written assurance that a products will not be credited towards the meal pattern without proper crediting documentation.</i></p>   |

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| <p>6 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 1/2 cup of vegetables was on November 5, 2024 when 3/4 cup is required daily at lunch for grades K-8. TThis 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 <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 vegetable 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>7 Food 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) were served on November 4-8, 2025 when 1/2 cup is required weekly at lunch for grades K-8. 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 <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 bean/peas (legumes) quantities at lunch meet minimum amounts required by the meal pattern.</i></p>  |

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| <p>8 Food quantities served at breakfast during the review period did not meet minimum amounts required by the meal pattern. Specifically, 7.5 oz eq of grains were served November 4-8, 2024, when 8 oz eq is required weekly at breakfast for grades K-8. 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 Breakfast 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 Breakfast 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.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that grain quantities at breakfast meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Breakfast Menu must be submitted.</i></p>   |
| <p>9 Food quantities served at breakfast during the review period did not meet minimum amounts required by the meal pattern. Specifically, 1/2 cup of fruit was served on November 4, 2024 when 1 cup is required daily at breakfast for grades K-8. 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 Breakfast 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 Breakfast 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.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that fruit quantities at breakfast meet minimum amounts required by the meal pattern.</i></p>  |
| <p>10 The following product could not be credited towards the meal pattern due to insufficient documentation: meatloaf. Without sufficient documentation, the reviewer was unable to determine if meat/meat alternate quantity requirements were met at lunch. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.</p> | <p>Discussed requirements regarding 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/nslp-usda-foods-fact-sheets/">https://www.fns.usda.gov/fdd/nslp-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/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 Child Nutrition (CN) label and/or Product Formulation Statement (PFS) for the meatloaf. If unable to provide a CN label or PFS, please provide written assurance that the product will no longer be offered/served to students. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be provided.</i></p> |

11	During the review period, the required meal components were not offered to students every day at lunch. Specifically, a grain component was missing at lunch on November 6, 2024. This contributed toward fiscal action calculations and resulted in the termination of performance-based reimbursement (extra 9-cents) until sufficient corrective action is received.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., review of production records prior to service, menu training, etc.). Discussed with cafeteria staff how to properly identify meal pattern components, as well as strategies for ensuring all components are present throughout meal service. 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. Please note that violations involving missing components will result in fiscal action and termination of performance-based reimbursement (extra 9 cents).	<i>Please provide a written description of the changes that have been made to ensure that all required meal components are offered to students at lunch every day.</i>
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**Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area**

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*No Findings.*

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

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*No Findings.*

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**Meal Access & Reimbursement: Verification**

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*No Findings.*

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

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*No Findings.*

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

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12	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>
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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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| <p>13 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, the SFA charged \$4.55 for adult lunches when a minimum of \$4.84 should have been charged.</p> | <p>Discussed ways to determine adult meal prices which included a per meal cost analysis and pricing utilizing the Adult Meal Pricing Tool. For Non-Pricing Sites: pricing adult meals to reflect the amount of reimbursement received for a free meal plus the per meal value of entitlement and bonus commodities for non-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.</p> | <p><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 November 2024 of non-Federal funds were used to cover the price of serving adult meals served during the review period.</i></p> |
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**General Program Compliance: Civil Rights**

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| <p>14 The USDA nondiscrimination statement not printed on appropriate program materials. Specifically, the complaint procedures did not include the 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 compliant procedures with the nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated to include the appropriate nondiscrimination statement.</i></p>  |
| <p>15 Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically, the procedures did not identify the outside agency to which complaints are forwarded and indicated complaints are handled internally via the director, principal, and superintendent</p> | <p>Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., ADE, Food &amp; Nutrition Services Southwest Regional Office, FNS Office of Civil Rights, or USDA Office of Civil Rights). The SFA's procedures must note whether an allegation is made verbally or in person. The SFA staff member receiving the allegation must transcribe the complaint. The SFA's procedures for receiving a complaint cannot prevent a complaint from being accepted. Additionally, the SFA's procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA's complaint process be a prerequisite for accepting a complaint. Additional guidance 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 File a Civil Rights Complaint 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.</p> | <p><i>Please provide a written description of the updated process and procedures for processing complaints alleging discrimination which meets requirements. Additionally, the certificate of completion of Step-by-Step Instruction: How to File a Civil Rights Complaint must be submitted.</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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| 16 The Local Wellness Policy did not contain all required elements. Specifically, the Local Wellness Policy did not contain policies for food and beverage marketing. | Discussed updating the Local Wellness Policy to include policies that allow marketing and advertising of only those foods and beverages that meet Smart Snacks Standards during the school day. Explained that this requirement applies to exterior vending machines, posters, menu boards, coolers, trash cans and cups used for beverage dispensing. The Local Wellness Policy Final Rule: Guidance and Tools From ADE 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 how n policies for food and beverage marketing will be added to the Local Wellness Policy. The plan should include draft language of the element to be added, who will be involved in updating the Local Wellness Policy and the date the update is expected to be completed. Additionally, provide written assurance that the Local Wellness Policy will be specific to your institution.</i> |
| 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>  |

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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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| 18 The School Nutrition Program Director hired 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> |
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19	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 <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. Procurement Basics training 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 certificate of completion of Procurement Basics (or an equivalent training on Federal procurement standards) for School Nutrition Programs 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

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*No Findings.*

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

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20	A copy of the written food safety plan was not accessible during meal preparation and service. Specifically, the food safety plan was stored in the home office of the food service director and was not easily accessible during meal preparation and service.	Discussed that the written food safety plan should be easily available at each food preparation and food service site and that staff should be aware of its existence.	<i>Please provide a written description of where the food safety plan is located at Gila Crossing Community School. Additionally, please provide written assurance that a copy of the written food safety plan will be accessible to staff during meal preparation and service at each site.</i>
21	The following products observed at Gila Crossing Community School 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: frozen mixed vegetable blend contained ingredients from Canada, Mexico, Belgium, and Netherlands. The SunCup cranberry cocktail contained concentrates from Chile and France. The SunCup apple juice contained concentrates from Poland, Ukraine, Austria, Argentina, Chile, China, and Turkey.	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>

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#### General Program Compliance: Reporting and Recordkeeping

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22	Breakfast production records provided do not indicate different portion sizes for different grade groupings. Specifically, breakfast production records do not indicate different portion sizes for Pre-K Students.	Discussed using Production Record for Multiple Grade Groupings 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 Menu Planning accordion. Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at <a href="https://www.azed.gov/hns/nsfp/training">https://www.azed.gov/hns/nsfp/training</a> under the Online Training Library accordion.	<i>Please provide copies of completed lunch Production Record for Multiple Grade Groupings for 5 consecutive days. Additionally, the certificate of completion of Production Record Overview must be provided.</i>
23	Production record crediting is inaccurate. Specifically, the tortilla served at breakfast on November 6 credited as 3.75 oz eq of grain; however, the production record indicated it contained 1.50 oz eq of grain.	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/nsfp/forms">https://www.azed.gov/hns/nsfp/forms</a> under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for the tortilla. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
24	Production record crediting is inaccurate. Specifically, the hashbrown casserole served at breakfast on November 7, 2024 credited as 1.75 oz eq of meat/meat alternate; however, the production record indicated it credited as 2 oz eq of meat/meat alternate.	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/nsfp/forms">https://www.azed.gov/hns/nsfp/forms</a> under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for the hashbrown casserole. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
25	Production record crediting is inaccurate. Specifically, the scrambled eggs served at breakfast on November 8, 2024 credited as 2.25 oz eq of meat/meat alternate; however, the production record indicated it credited as 2 oz eq of meat/meat alternate.	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/nsfp/forms">https://www.azed.gov/hns/nsfp/forms</a> under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for scrambled eggs. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>

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

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26	Households were not notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year.	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> .	<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>
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**Other Federal Program Reviews: Afterschool Snack Program**

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| 27 An unallowable method of counting was used to obtain Afterschool Snack Program counts. Specifically, leftover snacks were used to determine the daily count. This contributed to fiscal action calculations.   | Discussed ways to improve the counting system or alter it to ensure accurate counts are submitted in the claim for reimbursement.   | Please provide a written description of the changes to snack count procedures that will be implemented to ensure accurate snack counts are claimed for reimbursement.   |
| 28 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.   | Please provide a written description of changes to the system that have been implemented to ensure that snack count totals are correctly combined and recorded, including the date of implementation.   |
| 29 Production records do not support that the Afterschool Snack Program (ASP) meal pattern was met. Specifically, an unallowable food item was provided (Jell-O) resulting in only one allowable component being provided on November 8, 2024, when two components are required to be provided for afterschool snack. | 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. | 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. |

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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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Not Applicable.

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**Comments/Recommendations:**

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Congratulations, Gila Crossing Community School has successfully completed the administrative review for the 2024-2025 school year. It is recommended that trainings in Meal Counting and Claiming and 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 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?

☒ No- SBP

☐ Yes- SBP

\$193.12

☐ No- NSLP      ☒ Yes- NSLP      \$17,035.21

Fiscal Action under \$600 will be disregarded.

Corrective action was submitted on March 12, 2025. No further action is needed.

\_\_\_\_\_  
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.