



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Apache Junction Unified District

CTD: 11-02-43

Site: Peralta Trail Elementary School and Apache Junction High School

Contacts: Robert Pappalardo, Superintendent and Karen Warhus, Food Service Director

Review Date: May 19, 2025

Exit Conference Date: May 19, 2025

Review Period: April 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
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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

1 Documentation to support that a confirmation review took place prior to any other verification activity was not maintained.	Discussed how to document the confirmation review by using the 'Office Use Only' section on household applications. Discussed requirement for having a designated individual separate from the initial eligibility determination confirm the eligibility of an application selected for verification. Referred to The Online Training: Verification Review found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Additionally, referred to Verification Tracking Form found on ADE's website at http://www.azed.gov/hns/nslp/forms under the Eligibility Documents for School Meal Benefits accordion.	<i>Please provide written procedures for how the confirmation review will be conducted, including the individual (title) who will be responsible for conducting the confirmation review and how it will be documented. Additionally, please provide written assurance that all applications selected for verification will undergo this process.</i>
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Meal Access & Reimbursement: Meal Counting and Claiming

No findings

Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No findings

Resource Management

2 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, adult breakfasts were priced at \$2.75 at Peralta Trail Elementary School, a non-pricing site, when the Adult Meal Pricing Tool for Non-Pricing Sites indicated a minimum of \$2.84 for adult breakfasts.	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 https://www.azed.gov/hns/nslp/forms/ under the Financial accordion.	<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 supporting that the difference between adult meal price charged and the required adult meal prices throughout the month of April 2025 at Peralta Trail Elementary School has been restored to nonprofit school food service account using non-Federal funds.</i>
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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

No findings

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

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|---|--|---|---|
| 3 | Production records do not support that the At-Risk Afterschool Meals served meet meal pattern requirements. Specifically, no vegetable was served on 4/8/25 when 3/4 cup is required daily for grades K-5. 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 Supper Menu Using the NSLP Meal Pattern can be found on ADE's website at https://www.azed.gov/hns/afterschool/trainingforSFAs under the How-To Guides accordion. | <i>Please provide copies of completed At-Risk Afterschool Meals production records for 5 consecutive days demonstrating all components were provided. 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 must be provided.</i> |
| 4 | Production records do not support that the At-Risk Afterschool Meals served meet meal pattern requirements. Specifically, 1/2 cups vegetable was served on 4/7/25, 4/9/25, 4/10/25 when 3/4 cup is required daily for grades K-5. 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 Supper Menu Using the NSLP Meal Pattern can be found on ADE's website at https://www.azed.gov/hns/afterschool/trainingforSFAs under the How-To Guides accordion. | <i>Please provide copies of completed At-Risk Afterschool Meals production records for 5 consecutive days demonstrating sufficient daily vegetable quantities were provided. Additionally, please provide written assurance that the At-Risk Afterschool Meals meal pattern will be adhered to at all times.</i> |
| 5 | Production records do not support that the At-Risk Afterschool Meals served meet meal pattern requirements. Specifically, 2 1/2 cups vegetable was served for the week when 3 3/4 cup vegetable is required weekly for grades K-5. 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 Supper Menu Using the NSLP Meal Pattern can be found on ADE's website at https://www.azed.gov/hns/afterschool/trainingforSFAs under the How-To Guides accordion. | <i>Please provide copies of completed At-Risk Afterschool Meals production records for 5 consecutive days demonstrating sufficient weekly vegetable quantities were provided. Additionally, please provide written assurance that the At-Risk Afterschool Meals meal pattern will be adhered to at all times.</i> |
| 6 | Production records do not support that the At-Risk Afterschool Meals served meet meal pattern requirements. Specifically, only 1/2 cup red/orange vegetable was served during 4/7/25-4/11/25 when 3/4 cup red/orange vegetable is required weekly. 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 Supper Menu Using the NSLP Meal Pattern can be found on ADE's website at https://www.azed.gov/hns/afterschool/trainingforSFAs under the How-To Guides accordion. | <i>Please provide copies of completed At-Risk Afterschool Meals production records for 5 consecutive days demonstrating sufficient weekly red/orange vegetable quantities were provided. Additionally, please provide written assurance that the At-Risk Afterschool Meals meal pattern will be adhered to at all times.</i> |

- 7 Production records do not support that the At-Risk Afterschool Meals served meet meal pattern requirements. Specifically, only 1 milk variety was offered during the week of 4/7/25-4/11/25 instead of the required two varieties.
- 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 Supper Menu Using the NSLP Meal Pattern 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 demonstrating that two milk varieties were provided. Additionally, please provide written assurance that the At-Risk Afterschool Meals meal pattern will be adhered to at all times.*

Comments/Recommendations:

Congratulations! Apache Junction Unified District 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 to do an extraordinary job, it is evident that you are working hard to ensure your students are fed a variety of healthy and 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 type="checkbox"/> No- NSLP | <input checked="" type="checkbox"/> Yes- NSLP | \$1,714.41 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 25, 2025 to Berenice Camacho Castaneda, Berenice.CamachoCastaneda@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
1535 West Jefferson Street • Phoenix Arizona 85007 • www.azed.gov
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This institution is an equal opportunity provider.