



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Laveen Elementary District

CTD: 07-04-59

Sites: Cheatham Elementary School and Estrella Foothills Global Academy

Contacts: Dr. Jeffery Sprout, Superintendent and Jennifer Gordon Food Service Director

Review Date: March 20-21, 2025

Exit Conference Date: March 21, 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 finding.

Performance Standard 1: Meal Counting and Claiming – Critical Area

No finding.

Performance Standard 2: Meal Components & Quantities – Critical Area

No finding.

Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area

No finding.

Meal Access & Reimbursement: Certification and Benefit Issuance

No finding.

Meal Access & Reimbursement: Verification

No finding.

Meal Access & Reimbursement: Meal Counting and Claiming

No finding.

Meal Pattern & Nutritional Quality: Offer Versus Serve

No finding.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No finding.

Resource Management

1	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 lunches were priced at \$4.75 when they should have been priced at \$ 4.84.	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/nsfp/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 March 2025 at Cheatham Elementary School and Estrella Foothills Global Academy has been restored to nonprofit school food service account using non-Federal funds.</i>
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General Program Compliance: Civil Rights

No finding.

General Program Compliance: SFA On-Site Monitoring

No finding.

General Program Compliance: Local Wellness Policy

No finding.

General Program Compliance: Competitive Food Services

No finding.

General Program Compliance: Professional Standards

No finding.

General Program Compliance: Water

No finding.

General Program Compliance: Food Safety, Storage and Buy American

No finding.

General Program Compliance: Reporting and Recordkeeping

No finding.

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

No finding.

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

No finding.

Other Federal Program Reviews: Special Milk Program

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| 2 | The Special Milk Program claim submitted for the review period contained inaccuracies. Specifically, the reported cost of milk and the quantity of half-pints purchased did not correspond with the amounts documented on the vendor invoices. | Discussed CNPWeb claim must accurately reflect cost of milk and number of pints purchased as invoiced. Additionally, discussed ways to track Special Milk cost when purchases are combined with other federal program foods. Referred to Introduction to the Special Milk Program Training located on ADE's website at 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 written description of procedures that have been implemented to ensure that Special Milk Claim accurately reflects cost of milk and number of half-pints purchased. Include a copy of your April 2025 Special Milk Claim for Estrella Foothills Global Academy.</i> |
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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, on February 3, 2025 and February 6, 2025 grain-based desserts were served to meet grain requirement of the meal pattern. This resulted in 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 CACFP 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. 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 CACFP Meal Pattern must be provided.</i> |
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Comments/Recommendations:

Congratulations on completing your administrative review. The effort Laveen Elementary District puts forth to ensure students have access to fresh, high-quality meals is commendable. The District's participation in FFVP and At-Risk After School meals demonstrates a strong commitment to maximizing student benefits. To further strengthen program compliance, it is recommended that the At-Risk Afterschool menu is reviewed for alignment with CACFP meal pattern requirements.

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	\$0.00
<input type="checkbox"/> No- NSLP	<input checked="" type="checkbox"/> Yes- NSLP	\$877.14

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 22, 2025 to Ana Gandarilla-Begay at Ana.gandarilla-begay@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

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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