



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Madison Elementary District
CTD: 07-04-38
Site: Madison Park School and Madison Camelview Elementary

Contacts: Kimberly Guerin, Superintendent and Lori Garvey, Deputy Superintendent

Review Date: March 26-27, 2025

Exit Conference Date: March 27, 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
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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

No findings

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

No findings

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

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| 1 | Production record crediting is inaccurate. Specifically, the following items did not reflect correct crediting information: Creamy Chicken Broccoli Alfredo (Bowl). | 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 https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. | <i>Please provide a written description of changes made to ensure crediting is correctly reflected on production records. If the operation chooses not to include the optional crediting information on the production record moving forward, please provide production records for 5 consecutive days demonstrating that it is no longer included.</i> |
| 2 | Breakfast and lunch production records provided reflected the incorrect grade group. Specifically, breakfast and lunch production records for Madison Park School indicated grades 9-12 were served when the school serves grades 5-8 (with comingled preschoolers). | Discussed omitting using the Multiple Grade Group Production Record. Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. | <i>Please provide copies of completed breakfast and lunch Production Records for 5 consecutive days reflecting correct meal pattern.</i> |

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

No findings

Comments/Recommendations:

Congratulations! Madison Elementary District has completed the Administrative Review for the 2024-2025 school year. Your team works marvelously together to do an extraordinary job implementing the National School Lunch Program, School Breakfast Program, and At-Risk Afterschool Meals Program. It is evident that you are working hard to ensure your students are feed a variety of healthy 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?

No- SBP Yes- SBP \$0
 No- NSLP Yes- NSLP \$0

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 23, 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

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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