



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Maricopa Juvenile Court Center

CTD: 07-10-01

Site: Durango Juvenile Detention Facility

Contacts: Jaime Sandoval, Facility Director and Nathaniel Cox, Food Services Manager

Review Date: May 21, 2025

Exit Conference Date: May 21, 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

No findings

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

No findings

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

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| 1 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.</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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| 2 The Financial Management System utilized was insufficient to accurately identify and track all revenues and expenditures of the nonprofit school food service program. Specifically, percentages were used to determine program food costs and revenues rather than actual program food costs and revenues. | Discussed feasibility for using the separate financial account or code for the nonprofit school food service for ordering program foods while using a non-Federal account for ordering nonprogram foods (i.e., dinner). Additionally discussed coding all food-related revenues and expenditures to the nonprofit school food service account and annually assessing compliance with revenue from nonprogram foods to ensure that sufficient non-Federal funds are being used to cover the cost of nonprogram foods (i.e., dinner). | <i>Please provide a written description of steps that will be taken to ensure all revenues and expenditures of the nonprofit school food service account are accurately identified and tracked as required in 7 CFR 210.14, including how nonprogram foods (i.e., dinner) will be identified and tracked.</i> |
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**General Program Compliance: Civil Rights**

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*No findings*

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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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*No findings*

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**General Program Compliance: Competitive Food Services**

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*Not applicable*

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**General Program Compliance: Professional Standards**

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| 3 | The staff tasked with National School Lunch Program procurement responsibilities have 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 the staff tasked with National School Lunch Program procurement responsibilities. 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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*No findings*

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**General Program Compliance: Reporting and Recordkeeping**

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*No findings*

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

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| 4 | Outreach to participants regarding the availability of the School Breakfast Program (SBP) was not conducted at the beginning of the school year (or upon admittance). | Discussed methods of notifying participants of the availability of the School Breakfast Program (SBP) at the start of the school year. Additionally, discussed SBP outreach should include: serving times, locations where breakfast is available, and SBP costs. | <i>Please provide a written description of how participants will be notified of the availability of the School Breakfast Program at the beginning of the school year (or upon admittance), including the documentation that will be used for the notification. Additionally, please provide written assurance that this will occur at the beginning of each school year (or upon admittance).</i> |
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5 Participants were not notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year (or upon release).

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 <https://www.azhealthzone.org/>.

*Please provide a written description of how participants will be notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year (or upon release during summer months), 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 (or upon release during summer months).*

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**Other Federal Program Reviews: Afterschool Snack Program**

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*Not applicable*

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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! Maricopa Juvenile Court Center 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?

No- SBP       Yes- SBP      \$0

No- NSLP       Yes- NSLP      \$0

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 31, 2025 to Berenice Camacho Castaneda, [Berenice.CamachoCastaneda@azed.gov](mailto: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.

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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](http://www.azed.gov)  
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This institution is an equal opportunity provider.