



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Red Rock Elementary District
CTD: 11-04-05
Site: Red Rock Elementary School

Contacts: Peter Dwyer, Superintendent and Cathy Schull, Business Manager

Review Date: April 29, 2025

Exit Conference Date: April 29, 2025

Review Period: March 2025

Programs Reviewed:

National School Lunch
 Fresh Fruit & Vegetable

School Breakfast
 Special Milk

Afterschool Snack
 At-Risk Afterschool Meals

No.	Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
-----	--------------------------------	-------------------------------	----------------------------

Performance Standard 1: Certification and Benefit Issuance – Critical Area

1	Student eligibility certification was incorrectly determined. Specifically, 1 student was certified utilizing extended benefits from a student who does not reside in their household. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications, Reviewing Applications Based on Income, Assessing Completeness of Categorically Eligible Applications, Determining Eligibility for Categorically Eligible Applications section in USDA's Eligibility Manual for School Meals found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to reduce the amount of errors that occur while determining the eligibility status for each student.</i>
---	--	--	--

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

- | | | | |
|---|--|--|---|
| 2 | Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check does not match the attendance factor on the monthly reimbursement claims. | Discussed how to complete daily edit checks using ADE's Daily Edit Check worksheet. The Daily Edit Check Worksheet can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational accordion. The Step-by-Step Instruction: How to Complete Daily Edit Checks 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 completed daily edit check worksheet for the most recently submitted claim month. Additionally, please provide written assurance that the attendance factor reflected on the daily edit check worksheet will be updated annually.</i> |
|---|--|--|---|

Meal Pattern & Nutritional Quality: Offer Versus Serve

Not applicable

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No findings

Resource Management

- | | | | |
|---|--|---|--|
| 3 | 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 breakfast was priced at \$2.72 at Red Rock Elementary School, a non-pricing site for breakfast, when Adult Meal Pricing Tool for Non-Pricing Sites indicated a minimum of \$2.84 for adult breakfast. | 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 March 2025 at Red Rock Elementary School has been restored to nonprofit school food service account using non-Federal funds.</i> |
| 4 | An approved indirect cost rate from the Arizona Department of Education was not obtained by the SFA prior to charging indirect costs to the nonprofit school food service account in Program Year 2024. | Discussed that an LEA must have an approved indirect cost rate issued by the State agency that covers the period of time indirect costs were charged. Referred to USDA's Indirect Cost Guidance located at https://www.fns.usda.gov/cn/indirect-cost-guidance . | <i>Please provide written procedures for the process that will be implemented to submit an indirect cost rate proposal and obtain an approved indirect cost rate prior to charging indirect costs to the nonprofit school food service account. Additionally, please provide supporting documentation which reflects that \$22,000 of indirect costs charged without an approved indirect cost rate have been returned to the nonprofit school food service account.</i> |

General Program Compliance: Civil Rights

No findings

General Program Compliance: SFA On-Site Monitoring

Not applicable

General Program Compliance: Local Wellness Policy

No findings

General Program Compliance: Competitive Food Services

Not applicable

General Program Compliance: Professional Standards

- | | | | |
|---|--|--|---|
| 5 | Professional Standards training hours are not being adequately tracked. Specifically, there is no comprehensive tracking system in place. Employee trainings are received through a variety of sources (in person and through multiple software programs) and while these records are kept separately there is no system to combine trainings and ensure that hours are met per employee annually. | Discussed feasibility of different tracking methods for the school year. Suggested creating their own training tracker with all required information or upgrading current software system which does provide a sufficient tracking report. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors 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 how Professional Standards training hours will be tracked and utilized to ensure that all School Nutrition Program staff meet their training requirements.</i> |
| 6 | The School Nutrition Program Director hired on or 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 https://theicn.org/icn-resources-a-z/food-safety/ . | <i>Food safety certification was completed on February 8, 2023. No further corrective action is required.</i> |

General Program Compliance: Water

No findings

General Program Compliance: Food Safety, Storage and Buy American

No findings

General Program Compliance: Reporting and Recordkeeping

- | | | | |
|---|--|--|--|
| 7 | Reports are not submitted to the State agency as required. Specifically, the submitted site application in CNPWeb indicated that Red Rock Elementary School is serving preschool when the site is not serving preschool. | Discussed steps required to update the site application in CNPWeb to reflect current practice of not serving preschool including notifying the assigned specialist approving applications of the update. | <i>Site application for Red Rock Elementary School in CNPWeb has been updated. Please provide written assurance that the site application in CNPWeb will be updated to accurately reflect current practices whenever site operations change.</i> |
|---|--|--|--|

- | | | | |
|---|--|---|---|
| 8 | Production record crediting is inaccurate. Specifically, the following items did not reflect correct crediting information: burger bun, muffin banana, pop tart variety, oatmeal chocolate bar and dinner roll. | 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> |
| 9 | Production records were not completed correctly. Specifically, the portion sizes recorded on the production record did not reflect actual amount served for pickle chips, french fries, chicken nuggets, carrot sticks, corn, celery stick, pepperoni pizza, romaine salad, and brownie. Additionally, production records did not specify milk varieties provided. | Discussed how to credit meal components and ensuring consistency with recipes, labels, portion sizes, 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 portion sizes is correctly reflected on production records. Additionally, please provide 5 consecutive days of production records showing correct portion sizes.</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

Not applicable

Comments/Recommendations:

Congratulations! Red Rock Elementary 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 implementing the National School Lunch Program and School Breakfast Program.

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 | \$9.80 |
| <input checked="" type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP | \$36.09 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by June 30, 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
"We are a service organization committed to raising academic outcomes and empowering parents."

This institution is an equal opportunity provider.