



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Salome Consolidated Elementary District

CTD: 15-04-30

Site: Salome Elementary School

Contacts: Jennifer Walton, Superintendent and Regina Friedle, Food Service Director

Review Date: November 20, 2024

Exit Conference Date: November 20, 2024

Review Period: October 2024

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 finding.

Performance Standard 1: Meal Counting and Claiming – Critical Area

1	Meal count totals were not correctly combined and recorded at breakfast during the review period. Specifically, on October 29, 2024 65 meals were claimed, when meal count documentation supports that 55 meals were served. This was deemed a non-systemic error and contributed toward fiscal action calculations.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.	Please provide a written description of changes to the system that have been implemented to ensure that meal count totals are correctly combined and recorded, including the date of implementation.
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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

Not applicable.

Meal Pattern & Nutritional Quality: Offer Versus Serve

Not applicable.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No finding.

Resource Management

No finding.

General Program Compliance: Civil Rights

No finding.

General Program Compliance: SFA On-Site Monitoring

Not applicable.

General Program Compliance: Local Wellness Policy

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| 2 | The Local Wellness Policy did not contain all required elements. Specifically, the Local Wellness Policy did not contain a description of public involvement, public updates, policy leadership, and evaluation plan. | Discussed that local wellness policies are required to include a description of public involvement, public updates, policy leadership, and evaluation plan. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training accordion. | Please provide a written plan for how a description of public involvement, public updates, policy leadership, and evaluation plan will be added to the Local Wellness Policy. The plan should include draft language of the element to be added, who will be involved in updating the Local Wellness Policy and the date the update is expected to be completed. Additionally, provide written assurance that the Local Wellness Policy will be specific to your institution. |
| 3 | A recent assessment of the implementation of the Local Wellness Policy has not been conducted nor have plans been developed to complete the assessment. | Discussed requirement to complete an assessment once every three years, at a minimum. The assessment must measure how the LEA is complying with their Local Wellness Policy, how the LEA's Local Wellness Policy compares to the model wellness policy, and progress made in attaining the goals of the wellness policy. Additionally, discussed feasible means for notifying the public of the results of the most recent assessment. Sample evaluation tools can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Local Wellness Policy accordion. Local Wellness Policy Assessment: Making it Meaningful Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training accordion. | Please provide a written plan for conducting an assessment of the implementation of the Local Wellness Policy. This plan must include who will be designated as the oversight official, who will be invited to participate in the assessment process, and the date by which the assessment is expected to be completed. |

General Program Compliance: Competitive Food Services

No finding.

General Program Compliance: Professional Standards

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| 4 School Nutrition Program director, business manager, and school principal 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 https://www.azed.gov/hns/nslp/training under the Build Your Employees Training Plans accordion. Procurement Basics training can be found on ADE's website at https://www.azed.gov/hns/nslp/training 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 School Nutrition Program director, business manager, and school principal. 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

No finding.

General Program Compliance: Food Safety, Storage and Buy American

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| 5 The following products observed at Salome Elementary School, were in violation of the Buy American Provision (i.e., were non-domestic) and documentation justifying a Buy American exception were not maintained on file: Tomato from Mexico. | Discussed that funds used from the nonprofit school food service account must be used to procure food products that comply with the Buy American Provision. Additionally discussed procedures for documenting a Buy American exception. Referred to SP38-2017, Buy American Webinar and FAQ. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational accordion. Buy American Recorded Webinar and FAQ 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 the changes that have been made to procurement and/or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i> |
| 6 The most recent food safety inspection report was not posted in a prominent location visible to all program participants. | Discussed making copies of most recent report and feasible places for posting, such as the main dining area, meal service line, school bulletin board, or front office. | <i>Please provide a photo demonstrating that the most recent food safety inspection report has been posted in a location where the program participants can view it. Additionally, please provide written assurance that it will be updated each time the school receives a food safety inspection.</i> |

General Program Compliance: Reporting and Recordkeeping

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| 7 | Production record crediting is inaccurate. Specifically, dinner roll served at lunch on October 8, 2024 credited as 1 oz eq; however, the production record indicated it contained 1/2 oz eq. | 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 production record that reflects the correct crediting information for dinner roll. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i> |
| 8 | Production record crediting is inaccurate. Specifically, refried beans served at lunch on October 9, 2024 credited as 1/2 cup; however, the production record indicated refried beans credited at 3/4 cup. | 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 production record that reflects the correct crediting information for refried beans. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i> |

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

Not applicable.

Other Federal Program Reviews: Special Milk Program

Not applicable.

Other Federal Program Reviews: At-Risk Afterschool Meals

Not applicable.

Comments/Recommendations:

Thank you for Salome Consolidated Elementary Districts continued participation in the National School Lunch and School Breakfast Programs. The Food Service Department, demonstrated dedication and is providing a vital service to the Salome community, ensuring students are well-fed and prepared to learn. Health and Nutrition Services commends your staff for their hard work and commitment to meeting the needs of students daily. They are doing a great job at meeting program standards. To further enhance the program compliance, it is recommended that Food Service staff engage in additional training focused on production records, meal pattern crediting and support documentation. These efforts will help refine administrative process and aid in meal pattern compliance. Additionally, it is recommended that the district review and strengthen its Local Wellness Policy, by conducting a triennial review and comparing current policy to a model policy. Thank you for your continued efforts to support student wellness.

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	\$28.40
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by January 30, 2025 to Ana Gandarilla-Begay & 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
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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.