



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Eloy Elementary District  
CTD: 11-04-11  
Site: Eloy Junior High School

Contacts: Ruby James, Superintendent and Irene Patino, Food Service Director

Review Date: February 19, 2025

Exit Conference Date: February 19, 2025

Review Period: January 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
<b>Performance Standard 1: Certification and Benefit Issuance – Critical Area</b>			
<i>Not applicable</i>			

### Performance Standard 1: Meal Counting and Claiming – Critical Area

1	Meal service lines observed on the day of review did not provide an accurate count at the point of service. Specifically, non-reimbursable meals were recorded during Breakfast in the Classroom service. This was deemed a systemic error and contributed toward fiscal action calculations. A full recalculation of breakfast served for the months of July 2024–February 2025 was conducted.	Discussed allowable methods of obtaining meal counts. Additionally, discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.	<i>Sufficient corrective action was submitted on May 14, 2025, no further action is required.</i>
2	Breakfasts served on non-school days were counted toward the claim for reimbursement. A recalculation of breakfasts served from September 2024–January 2025 will be conducted.	Discussed alternative options for serving meals on non-school days including feasibility of operating At-Risk Afterschool Meals.	<i>The site application has been updated and backdated to reflect At-Risk breakfasts being served on non-school days, and a fiscal recalculation will be conducted. Please provide written assurance that meals served on non-school days will not be claimed under the National School Lunch and Breakfast Programs.</i>

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**Performance Standard 2: Meal Components & Quantities – Critical Area**

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| 3 | On the day of review, it was observed that 89 breakfasts counted for reimbursement did not contain all of the required meal components. This 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. Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. The Recognizing a Reimbursable Breakfast Meal at the Point of Service Recorded Webinar & Webinar Slides 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 a written description of the changes that have been made to ensure that all breakfasts counted for reimbursement contain all of the required meal components.</i>   |
| 4 | Food quantities served at breakfast during the review period did not meet minimum amounts required by the meal pattern. Specifically, 6.0 oz eq grain was served on January 27–30, 2025 when 6.5 oz eq grain is required weekly at breakfast for grades K-8. This was not a repeat finding from the previous cycle and therefore did not contribute 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 (e.g., changes in serving utensils, recipes, etc.). Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. | <i>Please provide a written description of the changes that have been made to ensure that grain weekly quantities at breakfast meet minimum amounts required by the meal pattern.</i> |

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

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*No findings*

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**Meal Access & Reimbursement: Certification and Benefit Issuance**

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*No findings*

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**Meal Access & Reimbursement: Verification**

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*No findings*

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

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*No findings*

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

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*Not applicable*

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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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*No findings*

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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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*No findings*

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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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*No findings*

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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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*No findings*

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

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| 5 | Snack counts were not correctly combined and recorded for the review period. This 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. | <i>Please provide a written description of changes to the system that have been implemented to ensure that snack count totals are correctly combined and recorded, including the date of implementation.</i> |
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6 An Afterschool Snack Program (ASP) monitoring review was not conducted twice during the school year.	Discussed Afterschool Snack Program (ASP) monitoring requirements. A sample ASP monitoring form can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Operational accordion.	<i>Please provide written steps that will be taken to ensure that the Afterschool Snack Program will be monitored twice each school year, including the individual responsible for completing the monitoring review. Additionally, please provide written assurance that documentation of monitoring reviews will be maintained for a minimum of 5 years.</i>
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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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7 At-Risk meal counts were not correctly combined and recorded for the review period. This 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.	<i>Please provide a written description of changes to the system that have been implemented to ensure that At-Risk meal count totals are correctly combined and recorded, including the date of implementation.</i>
8 Production records do not support that the At-Risk Afterschool Meals served meet meal pattern requirements. Specifically, on January 28, 2025 only 1/2 cup of daily vegetables were served instead of the required 1 cup daily requirement. This contributed toward 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 <a href="https://www.azed.gov/hns/afterschool">https://www.azed.gov/hns/afterschool</a> under the Meal Pattern accordion. Step-by-Step Instruction: How to Plan a Supper Menu Using the NSLP Meal Pattern can be found on ADE's website at <a href="https://www.azed.gov/hns/afterschool/trainingforSFAs">https://www.azed.gov/hns/afterschool/trainingforSFAs</a> 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 NSLP Meal Pattern.</i>
9 Production records do not support that the At-Risk Afterschool Meals served meet meal pattern requirements. Specifically, vegetable subgroups: beans/peas and starchy were not served during the week of January 27-30, 2025. This contributed toward 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 <a href="https://www.azed.gov/hns/afterschool">https://www.azed.gov/hns/afterschool</a> under the Meal Pattern accordion. Step-by-Step Instruction: How to Plan a Supper Menu Using the NSLP Meal Pattern can be found on ADE's website at <a href="https://www.azed.gov/hns/afterschool/trainingforSFAs">https://www.azed.gov/hns/afterschool/trainingforSFAs</a> 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.</i>

- 10 An on-site At-Risk meal service review was not completed by February 1 for At-Risk Supper at Eloy Junior High School. Discussed SFAs are required to perform no less than one on-site meal service review of the At-Risk Afterschool Meals by February 1 each year. The At-Risk Afterschool Meals Site Review Form for Meals <https://www.azed.gov/hns/afterschool/progr amforms> under the Operational accordion. *Please provide a completed At-Risk Afterschool Meals Site Review Form for Meals. Additionally, please provide a written description of the process that has been put in place to ensure that all sites operating At-Risk Afterschool Meals will receive a review prior to February 1 annually.*

Comments/Recommendations:

Congratulations on completing the Administrative Review! Thank you for your hard work and cooperation during the review process.

**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?

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|---|---|------------|
| <input checked="" type="checkbox"/> No- SBP | <input type="checkbox"/> Yes- SBP             | \$0        |
| <input type="checkbox"/> No- NSLP           | <input checked="" type="checkbox"/> Yes- NSLP | \$3,349.89 |

Fiscal Action under \$600 will be disregarded.

Sufficient corrective action was received on May 14, 2025, no further action is required.

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  
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This institution is an equal opportunity provider.