



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Seamless Summer Option Administrative Review Summary Report

Sponsor: Wickenburg Unified District

CTD: 07-02-09

Site: Wickenburg High School

Contacts: Barbara Remondini, and James Scott, Executive Director of Business Services

Review Date: June 18, 2025

Review Period: June 2025

Review Type:  SSO

| No.                   | Review Findings   | Technical Assistance Provided  | Required Corrective Action  |
|-----------------------|---|--|---|
| <b>SFA Operations</b> |   |  |   |
| 1                     | Meals served to non-Program adults were not priced appropriately to cover the cost of the meal at Wickenburg High School. Specifically, breakfast and lunch were not price accordingly on the Adult Meal Pricing Tool to correctly price the adult meal. SFA should be charging \$ 3.14 for breakfast and \$ 4.84 at lunch based on their reimbursement rates, performance-based reimbursement rate, and the current USDA food value for non-pricing site; however, the SFA is charging \$ 2.75 for breakfast, and \$ 4.60 for lunch. | Discussed ways to determine adult meal prices which included a per meal cost analysis or pricing adult meals to reflect the amount of reimbursement received for a free meal plus the per meal value of donated foods. | <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 demonstrating the prices have been increased to the appropriate level and documentation supporting that the difference between the charged price and required price has been restored to the nonprofit school food service account using non-Federal funds during the month of June 2025.</i> |

#### Site Agreement

No findings.

#### Site Eligibility

No findings.

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**Menu Planning**

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|---|--|--|--|
| 2 | Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly quantity for dark green vegetable subgroup, did not meet minimum amount required by the meal pattern. Only 1/8 cup dark green vegetable was provided when 1/2 cup is require for K-8 grade group. This was not a repeat finding from the previous review cycle and did not contribute towards 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.). 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. Meal pattern requirements for the National School Lunch 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 tab. 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 tab. | <i>Please provide a written description of the changes that have been made to ensure that weekly dark green quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu.</i> |
|---|--|--|--|

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**Counting & Claiming**

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No findings.

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**Media Release**

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No findings.

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**SFA Monitoring Responsibilities**

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No findings.

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**Civil Rights**

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No findings.

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**Food Safety**

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No findings.

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**Water**

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No findings.

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**Recordkeeping**

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No findings.

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**Comments/Recommendations:**

Congratulations! Wickenburg Unified District has completed the SSO portion of the Administrative Review for School Year 2024-2025. Thank you for your hard work and diligence during the review process. Your efforts to provide safe and healthy meals to your students and community this summer is commendable! Keep up the great work!

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**Training: Web-based trainings and how-to guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>**

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**Summer meal service training and resources can be found on ADE's website at <https://www.azed.gov/hns/sfsp>**

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Fiscal Action Assessed?

|   |  |        |
|---|--|--------|
| <input checked="" type="checkbox"/> No- SBP       | <input type="checkbox"/> Yes- SBP      | \$0.00 |
| <input checked="" type="checkbox"/> No- NSLP      | <input type="checkbox"/> Yes- NSLP     | \$0.53 |
| <input checked="" type="checkbox"/> No - SSO SBP  | <input type="checkbox"/> Yes- SSO SBP  | \$0.00 |
| <input checked="" type="checkbox"/> No - SSO NSLP | <input type="checkbox"/> Yes- SSO NSLP | \$0.00 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **July 31, 2025** to Amy Dixon Banire at [amy.dixonbanire@azed.gov](mailto:amy.dixonbanire@azed.gov).

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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 on the National School Lunch Program Administrative Review tab on the ADE website.

Tom Horne, Superintendent of Public Instruction  
1535 West Jefferson Street • Phoenix Arizona 85007 • [www.azed.gov](http://www.azed.gov)  
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