



**Arizona Department of Education**  
**Health and Nutrition Services Division**

**Administrative Review Summary Report**

School Food Authority Name: Madison Elementary District

CTD: 07-04-38

Site: Madison Highland Prep & Madison Richard Simis School

Contacts: Kenneth Bacca, Superintendent & Kristin Soulsby, Director

Review Date: January 22-23, 2020

Review Period: December 2019

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 &amp; Benefit Issuance- Critical Area</b>			
	No findings.		
<b>Performance Standard 1: Meal Counting &amp; Claiming- Critical Area</b>			
	No findings.		
<b>Performance Standard 2: Meal Components &amp; Quantities- Critical Area</b>			
	No findings.		
<b>Performance Standard 2: Dietary Specifications &amp; Nutrient Analysis- Critical Area</b>			
	No findings.		
<b>Meal Access &amp; Reimbursement: Certification &amp; Benefit Issuance</b>			
	No findings.		
<b>Meal Access &amp; Reimbursement: Verification</b>			
	No findings.		
<b>Meal Access &amp; Reimbursement: Meal Counting &amp; Claiming</b>			
	No findings.		
<b>Meal Pattern &amp; Nutritional Quality: Offer Versus Serve</b>			
	No findings.		
<b>Meal Pattern &amp; Nutritional Quality: Meal Components &amp; Quantities</b>			
	No findings.	Discussed the option to co-mingle preschool students during meal service. Refer to memo SP 37-2017: <a href="http://www.azed.gov/hns/memos/">http://www.azed.gov/hns/memos/</a> .	

	<b>Resource Management</b>
No findings.	
	<b>General Program Compliance: Civil Rights</b>
No findings.	
	<b>General Program Compliance: SFA On-Site Monitoring</b>
No findings.	
	<b>General Program Compliance: Local Wellness Policy</b>
No findings.	
	<b>General Program Compliance: Competitive Food Services</b>
No findings.	
	<b>General Program Compliance: Professional Standards</b>
No findings.	
	<b>General Program Compliance: Water</b>
No findings.	
	<b>General Program Compliance: Food Safety, Storage and Buy American</b>
No findings.	
	<b>General Program Compliance: Reporting &amp; Recordkeeping</b>
No findings.	
	<b>General Program Compliance: School Breakfast Program &amp; Summer Food Service Program Outreach</b>
No findings.	
	<b>Other Federal Program Reviews: Afterschool Snack Program</b>
Not applicable.	
	<b>Other Federal Program Reviews: Seamless Summer Option</b>
Will be reviewed in Summer 2020 if applicable.	
	<b>Other Federal Program Reviews: Fresh Fruit &amp; Vegetable Program</b>
Not applicable.	
	<b>Other Federal Program Reviews: Special Milk Program</b>
Not applicable.	
	<b>Other Federal Program Reviews: At-Risk Afterschool Meals</b>
Not applicable.	

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Comments/Recommendations:

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Congratulations on completing the Administrative Review! Thank you to Madison Elementary District Food & Nutrition Services for all of your hard work during this process and for providing healthy, delicious meals to students. It was a pleasure visiting your schools and seeing the amazing job you are all doing implementing the school nutrition programs, including your work with the local wellness policy. Please keep up the great work!

**To stay on track with NSLP requirements, check out the NSLP at a Glance Calendar & Monthly Checklist on our website at**  
<http://www.azed.gov/hns/nslp/>.

**Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at**  
<http://www.azed.gov/hns/nslp/trainings/>.

Fiscal Action Assessed?

☒ No- SBP

☐ Yes- SBP

☒ No- NSLP

☐ Yes- NSLP



2/18/2020

Reviewer Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the National School Lunch Program Administrative Review Appeal Procedures found here:

<https://cms.azed.gov/home/GetDocumentFile?id=58dbe2581130c01500d4b08b>

Kathy Hoffman, Superintendent of Public Instruction  
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