



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

**Administrative Review Summary Report**

School Food Authority Name: Wellton Elementary District

CTD: 14-04-24

Site: Wellton Elementary School

Contacts: Theresa Valdez, Food Services Clerk/Director; Lisa Jameson, Principal

Review Date: November 21, 2019

Review Period: October 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
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**Performance Standard 1: Certification & Benefit Issuance- Critical Area**

No findings.

**Performance Standard 1: Meal Counting & Claiming- Critical Area**

No findings.

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

1	Fluid milk was not available in at least two required varieties throughout the breakfast serving period. Specifically, two milk varieties were available at the beginning of meal service, however in three classrooms two milk varieties were not available for the full duration of meal service. This was not a repeat finding from cycle two, therefore did not contribute toward fiscal action calculations.	Discussed variety requirement (even for Headstart) and feasible options for compliance (i.e. in juvenile corrections facility). Allowable milk varieties are fat-free unflavored, fat-free flavored, 1% unflavored and 1% flavored. Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).	<i>Please provide one week of breakfast production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties throughout breakfast meal service.</i>
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| <p>2 Quantities observed during the week of review period did not meet minimum amounts required by the meal pattern. Specifically the weekly minimum quantity of vegetables, 3 cups, was not offered at lunch during the review period. Only 2 3/4 cups of vegetables were offered at lunch during the week of review period. This was not a repeat finding from cycle two and therefore did not contribute toward fiscal action calculations.</p>          | <p>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. 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/mealpattern">www.azed.gov/hns/nslp/mealpattern</a>. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainings/online/">http://www.azed.gov/hns/nslp/trainings/online/</a>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that vegetable 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 must be submitted.</i></p> |
| <p>3 Quantities observed during the week of review period did not meet minimum amounts required by the meal pattern. Specifically the daily minimum quantity of vegetables, 3/4 cup, was not offered one day at lunch (Wednesday, October 9, 2019) during the review period. Instead, only 1/2 cup of vegetables was offered that day. This was not a repeat finding from cycle two and therefore did not contribute toward fiscal action calculations.</p> | <p>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. 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/mealpattern">www.azed.gov/hns/nslp/mealpattern</a>. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainings/online/">http://www.azed.gov/hns/nslp/trainings/online/</a>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that daily vegetable quantity meet minimum amounts required by the meal pattern.</i></p>  |

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| <p>4 Quantities observed during the week of review period did not meet minimum amounts required by the meal pattern. Specifically the weekly minimum quantity of 3/4 cup of the vegetable subgroup red/orange was not offered at lunch during the review period. Only 5/8 cups of the vegetable subgroup red/orange vegetables were offered at lunch during the week of review period. This was not a repeat finding from cycle two and therefore did not contribute toward fiscal action calculations.</p> | <p>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. 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/mealpattern">www.azed.gov/hns/nslp/mealpattern</a>. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainings/online/">http://www.azed.gov/hns/nslp/trainings/online/</a>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that vegetable subgroup red/orange quantities meet minimum amounts required by the meal pattern. Additionally, please provide one week of lunch production records demonstrating the minimum quantity of 3/4 cup of the vegetable subgroup red/orange were offered.</i></p>                   |
| <p>5 The following vegetable subgroup was not offered during the review period: Dark Green. This was not a repeat finding from cycle two therefore did not contribute toward fiscal action calculations.</p>  | <p>Discussed vegetable subgroup requirements for the age/grade groups served. Vegetable Subgroup Quick Guide can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern">www.azed.gov/hns/nslp/mealpattern</a>. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainings/online/">http://www.azed.gov/hns/nslp/trainings/online/</a>. Please note that repeated violations involving vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>  | <p><i>Please provide one week of lunch production records which demonstrate compliance with the vegetable subgroups and written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu must be submitted.</i></p>                    |
| <p>6 Recipes provided did not contain all required sections. Specifically the preparation instructions and HACCP instructions were missing from the following recipes: Bulldog Breakfast Sandwich #000302, Tostada with Beef #000114, Mashed Potatoes #000278, Red Chili Burrito #000337, Red Chili #000336 and Homemade Salsa #000214.</p>   | <p>Discussed all menu items that contain more than one ingredient must have a standardized recipe. Standardized recipes must include the following information: recipe name, recipe number, ingredients and amounts, serving size, recipe yield, preparation instructions, HACCP process, and HACCP instructions. Examples of standardized recipes can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern">www.azed.gov/hns/nslp/mealpattern</a>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>   | <p><i>Please provide updated recipes for the following menu items: Bulldog Breakfast Sandwich #000302, Tostada with Beef #000114, Mashed Potatoes #000278, Red Chili Burrito #000337, Red Chili #000336 and Homemade Salsa #000214. Additionally, please provide written assurance that all recipes will be updated with the preparation instructions and HACCP Instructions.</i></p> |

	<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.	
	<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.	

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**General Program Compliance: Food Safety, Storage and Buy American**

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| 7 | The most recent food safety inspection report was not posted in a publicly visible location.  | Discussed making copies of most recent report and feasible places for posting.  | <i>Please provide written assurance that the most recent food safety inspection report has been posted in a location where the program participants can view it. Additionally, please specify where the report has been posted.</i> |
| 8 | Storage violations were observed. Specifically, foods are not dated and labeled upon opening. | Discussed specific violations and feasible solutions. Referred to Arizona's School Food Safety Guidance found on ADE's website at <a href="http://www.azed.gov/hns/nsfp/foodsafety/">http://www.azed.gov/hns/nsfp/foodsafety/</a> | <i>Please provide a written description of the changes that have been made to correct the storage violations found.</i>   |

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**General Program Compliance: Reporting & Recordkeeping**

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| 9 | Site application in CNPWeb did not indicate SFA served Headstart and 1st - 8th grade when SFA serves Headstart and Kindergarten through 8th grades. Site application left off Kindergarten. | Discussed steps required to update site application in CNPWeb to reflect current grades served. | <i>Please resubmit a site/sponsor application indicating that SFA serves Headstart and Kindergarten through 8th grades. Additionally, please provide written assurance that the sponsor application in ADE's CNPWeb will accurately reflect current practices.</i> |
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**General Program Compliance: School Breakfast Program & 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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Not applicable.

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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2020 if applicable.

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**Other Federal Program Reviews: Fresh Fruit & 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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Not applicable.

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**Comments/Recommendations:**

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Congratulations on the completion of the SY2019/2020 Administrative Review. Thank you for the hospitality during the on-site visit. It has been a pleasure working with Theresa Valdez and her staff. Please contact Bekah McLeod at [bekah.mcleod@azed.gov](mailto:bekah.mcleod@azed.gov) or 602-364-1335 with any questions or concerns.

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

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by January 18, 2020 to Bekah McLeod at [bekah.mcleod@azed.gov](mailto:bekah.mcleod@azed.gov) or 1535 W. Jefferson St., BIN #7, Phoenix, AZ 85007.



12/20/2019

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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