



Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Dilcon Community School, Inc.

CTD: 09-40-16

Site: Dilcon Community School

Contacts: William Wachunas, Principal | Virginia W. Chischillie, Food Service Manager

Review Date: January 22, 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
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			
	No Findings		
Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area			
	No Findings		
Meal Access & Reimbursement: Certification & Benefit Issuance			
	No Findings		
Meal Access & Reimbursement: Verification			
	No Findings		
Meal Access & Reimbursement: Meal Counting & Claiming			
	No Findings		
Meal Pattern & Nutritional Quality: Offer Versus Serve			
	Not Applicable		

Meal Pattern & Nutritional Quality: Meal Components & Quantities		
1	Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast & lunch	Discussed feasible options for signage and potential content. Meal Signage was displayed for both breakfast and lunch during on-site observations
		<i>None required at this time.</i>
Resource Management		
2	Meals served to teachers, administrators, custodians, and other adults were not priced to sufficiently cover the overall cost of the meal.	Discussed ways to determine adult meal prices which included pricing adult meals to reflect the amount of reimbursement received for a free meal plus the per meal value of entitlement and bonus commodities for non-pricing programs
		<i>Please provide a written description of the steps which have been taken to increase adult meal prices and resolve the discrepancy, including the exact formula used to price adult meals. Additionally, please submit supporting documentation which reflects that prices have been increased to the appropriate level.</i>
General Program Compliance: Civil Rights		
3	The Civil Rights Compliance form is not being completed every year by December 15	Discussed requirement for completing form and how to collect racial/ethnic data from program participants. Showed where form can be found on ADE's website at http://www.azed.gov/hns/civilrights/ . The Step by Step Instruction: How to Complete the Civil Rights Compliance Form can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/ .
		<i>Please provide written assurance that the Civil Rights Compliance form will be completed by December 15 each year and kept on file for 5 years. Additionally, please indicate who will be responsible for completing this form.</i>
General Program Compliance: SFA On-Site Monitoring		
	No Findings	
General Program Compliance: Local Wellness Policy		
	No Findings	
General Program Compliance: Competitive Food Services		
	No Findings	
General Program Compliance: Professional Standards		
	No Findings	
General Program Compliance: Water		
	No Findings	

General Program Compliance: Food Safety, Storage and Buy American		
4	The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed schools: Bell Pepper Variety - Lipman (Mexico) Fresh Strawberry - Better Berry (Mexico)	Exemptions have been created on-site. Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar and FAQ. Funds used from the non-profit food service account must be used to procure food products that comply with the Buy American Provision. Buy American Recorded Webinar and FAQ can be found on ADE's website at http://www.azed.gov/hns/sfp/ <i>Please provide a written description of the changes that have been made to procurement and recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i>
General Program Compliance: Reporting & Recordkeeping		
No Findings		
General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach		
No Findings		
Other Federal Program Reviews: Afterschool Snack Program		
No Findings		
Other Federal Program Reviews: Seamless Summer Option		
Will be reviewed in Summer 2020 if applicable.		
Other Federal Program Reviews: Fresh Fruit & 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 your participation in the NSLP/SBP Administrative Review. Keep up the good 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/trainingsps/>.

Fiscal Action Assessed?

☒ No- SBP

☐ Yes- SBP

☒ No- NSLP

☐ Yes- NSLP

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by February 28, 2020 to 1535 W Jefferson St. Bin #7 Phoenix, Arizona 85007 or
Brandon.Estrada@azed.gov.



02/7/20

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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