



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

**Administrative Review Summary Report**

School Food Authority Name: Salt River Pima-Maricopa Community Schools

CTD: 07-86-56

Site: Salt River Elementary School

Contacts: Dr. Cynthia Clary & Shannon Reina, Food Service Manager

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 |
|---|--------------------------------|-------------------------------|----------------------------|
| 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                            |                                |                               |                            |
|   | No Findings                    |                               |                            |

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**Meal Pattern & Nutritional Quality: Meal Components & Quantities**

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| 1 | Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast or lunch | Discussed feasible options for signage and potential content, plan for creating and posting. Printable POS Signage can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern/">http://www.azed.gov/hns/nslp/mealpattern/</a> . | <i>Please provide the sign that will be displayed to students that demonstrates what constitutes a reimbursable meal at breakfast &amp; lunch. Additionally, please provide written assurance that this sign will be displayed for all students to see.</i> |
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**Resource Management**

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| 2 | Meals served to teachers, administrators, custodians, and other adults were not priced so that the adult payment in combination with any per-lunch revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to 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. The ADE Adult Meal Pricing Tool was utilized on site and a new adult price of \$3.75 was determined. | <i>Please provide a written description of the steps which have been taken to ensure adult meal prices remain compliant. Additionally, please submit supporting documentation which reflects that prices have been increased to the appropriate level.</i> |
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**General Program Compliance: Civil Rights**

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| 3 | The USDA nondiscrimination statement used on program materials is not the most current USDA statement. | Discussed where to find nondiscrimination statement on ADE's website at <a href="http://www.azed.gov/hns/civilrights/">http://www.azed.gov/hns/civilrights/</a> and whether long or short statement would be most appropriate. | <i>Please provide an updated program material with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i> |
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| <p>4 Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Policies indicate that potential complaints would not be forwarded to state or federal agencies.</p> | <p>Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., SA, FNSRO, FNS Office of Civil Rights, or USDA Office of Civil Rights). The SFA's procedures must note whether an allegation is made verbally or in person. The SFA staff member receiving the allegation must transcribe the complaint. The SFA's procedures for receiving a complaint cannot prevent a complaint from being accepted. Additionally, the SFA's procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA's complaint process be a prerequisite for accepting a complaint. Additional guidance can be found on ADE's website at:<br/> <a href="http://www.azed.gov/hns/civilrights/">http://www.azed.gov/hns/civilrights/</a>.<br/> The Step by Step Instruction: How to File a Civil Rights Complaint can be found on ADE's website at<br/> <a href="http://www.azed.gov/hns/nslp/trainings/online/">http://www.azed.gov/hns/nslp/trainings/online/</a>.</p> | <p><i>Please provide a written description of the updated process and procedures for processing complaints alleging discrimination which meets requirements.</i></p> |
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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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| <p>A recent assessment of the implementation of the LWP has not been conducted nor have plans been developed to complete the assessment.</p> | <p>Discussed requirement to complete an assessment once every three years, at a minimum. The assessment must measure how the LEA is complying with their LWP, how the LEA's LWP compares to the model wellness policy, and progress made in attaining the goals of the wellness policy. SFA discussed completing an assessment by the end of SY20. Sample evaluation tools can be found on ADE's website at<br/> <a href="http://www.azed.gov/hns/nslp/lwp/">http://www.azed.gov/hns/nslp/lwp/</a>.<br/> Also discussed feasible means for notifying the public of the results of the most recent assessment.</p> | <p><i>None required at this time.</i></p> |
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**General Program Compliance: Competitive Food Services**

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No Findings

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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 & Recordkeeping**

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No Findings

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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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No Findings

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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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Thank you for your participation in the NSLP Administrative Review! 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/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 January 31, 2020 to [Brandon.Estrada@azed.gov](mailto:Brandon.Estrada@azed.gov) or 1535 W Jefferson St Bin #7  
Phoenix, AZ 85007



12/26/2019

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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