



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

Administrative Review Summary Report

School Food Authority Name: Wickenburg Unified District

CTD: 07-02-09

Site: Vulture Peak Middle School

Contacts: Howard Carlson, Superintendent and Erin Johnson, Executive Director of Business Services

Review Date: March 31, 2020

Review Period: February 2020

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			
1	Two applications were certified incorrectly. Specifically, the students on the two applications should have been certified for reduced priced benefits and were certified for free benefits. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to the Reviewing Applications Based on Income section in USDA's Eligibility Manual for School Meals.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to reduce the amount of errors that occur while determining the eligibility status for each student.</i>
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.		

Meal Pattern & Nutritional Quality: Meal Components & Quantities
No findings.
Resource Management
No findings.
General Program Compliance: Civil Rights
No findings.
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
No findings.
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:

Congratulations, Wickenburg Unified District has successfully completed the Administrative Review for the 2019-2020 school year. Thank you for your cooperation and organization during the review process. It is evident you are doing a wonderful job operating the Child Nutrition Programs.

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

\$0.00

☒ No- NSLP

☐ Yes- NSLP

\$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 22, 2020 to Kerrie Zigler at Kerrie.Zigler@azed.gov or 1535 W. Jefferson St., Bin #7, Phoenix, AZ 85007.



5/8/2020

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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