



Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Eloy Elementary District

CTD: 11-04-01

Site: Eloy Junior High School

Contacts: Ruby James; Superintendent / Trina Masters; Food Service Director

Review Date: October 23, 2019

Review Period: September 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.		<i>None required.</i>
Performance Standard 1: Meal Counting & Claiming- Critical Area			
	No findings.		<i>None required.</i>
Performance Standard 2: Meal Components & Quantities- Critical Area			
	No findings.		<i>None required.</i>
Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area			
	No findings.		<i>None required.</i>
Meal Access & Reimbursement: Certification & Benefit Issuance			
	No findings.		<i>None required.</i>
Meal Access & Reimbursement: Verification			
	No findings.		<i>None required.</i>
Meal Access & Reimbursement: Meal Counting & Claiming			
	No findings.		<i>None required.</i>
Meal Pattern & Nutritional Quality: Offer Versus Serve			
	No findings.		<i>None required.</i>

Meal Pattern & Nutritional Quality: Meal Components & Quantities		
No findings.		None required.

Resource Management		
No findings.		None required.

General Program Compliance: Civil Rights		
1	Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Current procedures do not indicate that potential complaints will be forwarded to outside agencies.	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: http://www.azed.gov/hns/civilrights/ . The Step by Step Instruction: How to File a Civil Rights Complaint can be found on ADE's website at http://www.azed.gov/hns/nsip/trainingps/online/ .
		<i>Please provide a written description of the updated process and procedures for processing complaints alleging discrimination which meets requirements. Additionally, the certificate of completion of Step by Step Instruction: How to File a Civil Rights Complaint must be submitted.</i>

General Program Compliance: SFA On-Site Monitoring		
No findings.		None required.

General Program Compliance: Local Wellness Policy		
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| 2 | A recent assessment of the implementation of the LWP has not been conducted nor have plans been developed to complete the assessment. | 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. Sample evaluation tools can be found on ADE's website at http://www.azed.gov/hns/nsfp/lwp/ . Also discussed feasible means for notifying the public of the results of the most recent assessment. | None required at this time. |
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General Program Compliance: Competitive Food Services

No findings.	None required.
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General Program Compliance: Professional Standards

No findings.	None required.
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General Program Compliance: Water

No findings.	None required.
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General Program Compliance: Food Safety, Storage and Buy American

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| 3 | 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>This was corrected while on-site. No further action required.</i> |
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General Program Compliance: Reporting & Recordkeeping

No findings.	None required.
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General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach

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| 5 | Households were not notified of the availability of the SFSP prior to the end of the school year. | Discussed which entities in the local area operate the SFSP and how to notify families. Summer feeding locations can be found at http://www.eatwellbewell.org/ or Call 1(800) 5-HUNGRY for more information and/or go to http://www.whyhunger.org/ . | <i>Please provide a description of how households will be notified of the availability of the SFSP prior to the end of the school year and written assurance that this will occur. If you do not plan to operate the SFSP and no other entities reasonably close to your sites operate the SFSP, please provide a description of other community resources that will be provided to households prior to the end of the school year.</i> |
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Other Federal Program Reviews: Afterschool Snack Program

Not applicable.

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! Eloy Elementary District has completed the Administrative Review in the 2019-20 school year. Thank you for your cooperation and hospitality during the review process. Please continue to 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 15, 2019 to Walter Jacobson at Walter.Jacobson@azed.gov or 416 West Congress, Tucson, AZ 85701, or you can mail to Karil Hurst, Program Project Specialist, Arizona Department of Education, School Nutrition Programs, 1535 W. Jefferson St. Bin #7, Phoenix, AZ 85007.



12/17/2019

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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