



Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Red Rock Elementary District

CTD: 11-04-05

Site: Red Rock Elementary School

Contacts: Cathy Shull, Student Services / Peter Dwyer, District Administrator

Review Date: November 19, 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

1	One application was certified incorrectly. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Suggested completing the training: Step by Step Instruction: How to Process Household Applications found on ADE's website at http://www.azed.gov/hns/nslp/trainings/s/online/ under the 3000-Administration tab.	<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. Additionally, the certificate of completion of Step by Step Instruction: How to Process Household Applications must be submitted.</i>
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Performance Standard 1: Meal Counting & Claiming- Critical Area

No findings.

None required.

Performance Standard 2: Meal Components & Quantities- Critical Area

No findings.

None required.

Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area

No findings.

None required.

Meal Access & Reimbursement: Certification & Benefit Issuance

No findings.

None required.

Meal Access & Reimbursement: Verification

No findings.

None required.

Meal Access & Reimbursement: Meal Counting & Claiming

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| 2 | Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check does not match the attendance factor on the monthly reimbursement claims. | Discussed how to complete daily edit checks using ADE's Daily Edit Check worksheet. The Daily Edit Check Worksheet can be found on ADE's website at http://www.azed.gov/hns/nslp/forms/ . The Step by Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingp | Please provide a completed daily edit check worksheet for the month of November. Additionally, please provide written assurance that daily edit checks will be conducted. Additionally, the certificate of completion of Step by Step Instruction: How to Complete Daily Edit Checks must be submitted. |
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Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

None required.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

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| 3 | 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 http://www.azed.gov/hns/nslp/mealpattern/ . | Please provide the sign that will be displayed to students that demonstrates what constitutes a reimbursable meal at breakfast or lunch. Additionally, please provide written assurance that this sign will be displayed for all students to see. |
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Resource Management

General Program Compliance: Civil Rights

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| 4 | 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 http://www.azed.gov/hns/civilrights/ and whether long or short statement would be most appropriate. | 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. |
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General Program Compliance: SFA On-Site Monitoring

No findings.

None required.

General Program Compliance: Local Wellness Policy

No findings.

None required.

General Program Compliance: Competitive Food Services	
No findings.	<i>None required.</i>
General Program Compliance: Professional Standards	
No findings.	<i>None required.</i>
General Program Compliance: Water	
No findings.	<i>None required.</i>
General Program Compliance: Food Safety, Storage and Buy American	
No findings.	<i>None required.</i>
General Program Compliance: Reporting & Recordkeeping	
No findings.	<i>None required.</i>
General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach	
No findings.	<i>None required.</i>
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! Red Rock 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?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$9.09
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$14.40

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.



12/19/2019

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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