



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

**Administrative Review Summary Report**

School Food Authority Name: Sentinel Elementary District

CTD: 07-03-71

Site: Sentinel Elementary School

Contacts: Christopher Maynes, Superintendent / Annette Maynes, Business Manager

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
<b>Performance Standard 1: Certification &amp; Benefit Issuance- Critical Area</b>			
	No findings.		
<b>Performance Standard 1: Meal Counting &amp; Claiming- Critical Area</b>			
	No findings.		
<b>Performance Standard 2: Meal Components &amp; Quantities- Critical Area</b>			

1	<p>Portion sizes observed during the month of review did not meet minimum weekly amounts required by the lunch meal pattern. Specifically, on March 2nd and 4th, the Orange Chicken and Chicken Taquitos credited as 1.00 ounce meat/meat alternate equivalents, this resulted in falling 1 ounce equivalent short of meeting weekly minimums.</p>	<p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e. offering an additional meat/meat alternate that credits as at least 1.0 ounce equivalent). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at <a href="http://www.azed.gov/health-nutrition/meal-pattern/">http://www.azed.gov/health-nutrition/meal-pattern/</a>. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainings/online/">http://www.azed.gov/hns/nslp/trainings/online/</a>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<p><i>Please provide one week of lunch production records which demonstrates that at least 9 ounce equivalents of Meat/Meat Alternates were offered. Additionally, please provide a written description of the changes that have been made to ensure that at least a minimum of 9.0 ounce equivalents of Meat/Meat Alternates are offered weekly.</i></p>
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**Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area**

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No findings.

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**Meal Access & Reimbursement: Certification & Benefit Issuance**

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No findings.

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**Meal Access & Reimbursement: Verification**

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No findings.

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**Meal Access & Reimbursement: Meal Counting & Claiming**

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No findings.

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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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No findings.

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

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No findings.

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**Resource Management**

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No findings.

<b>General Program Compliance: Civil Rights</b>
No findings.
<b>General Program Compliance: SFA On-Site Monitoring</b>
No findings.
<b>General Program Compliance: Local Wellness Policy</b>
No findings.
<b>General Program Compliance: Competitive Food Services</b>
No findings.
<b>General Program Compliance: Professional Standards</b>
No findings.
<b>General Program Compliance: Water</b>
No findings.
<b>General Program Compliance: Food Safety, Storage and Buy American</b>
No findings.
<b>General Program Compliance: Reporting &amp; Recordkeeping</b>
No findings.
<b>General Program Compliance: School Breakfast Program &amp; Summer Food Service Program Outreach</b>
No findings.
<b>Other Federal Program Reviews: Afterschool Snack Program</b>
Not Applicable.
<b>Other Federal Program Reviews: Seamless Summer Option</b>
Will be reviewed in Summer 2020 if applicable.
<b>Other Federal Program Reviews: Fresh Fruit &amp; Vegetable Program</b>
Not Applicable.
<b>Other Federal Program Reviews: Special Milk Program</b>
Not Applicable.

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Other Federal Program Reviews: At-Risk Afterschool Meals

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No findings.

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Comments/Recommendations:

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Congratulations! Sentinel 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 July 30, 2020 to Walter Jacobson at [Walter.Jacobson@azed.gov](mailto:Walter.Jacobson@azed.gov) or 416 West Congress, Tucson, AZ 85701.



6/30/2020

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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