



## Arizona Department of Education Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Kayenta Boarding School

CTD: 09-04-08

Site: Kayenta Community School

Contacts: Louise Donald, School Principal and Evelyn Begay, Food Service Manager

Review Date: November 16, 2020

Review Period: October 2020

Programs Reviewed:

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> National School Lunch | <input checked="" type="checkbox"/> School Breakfast | <input type="checkbox"/> Afterschool Snack         |
| <input type="checkbox"/> Fresh Fruit & Vegetable          | <input type="checkbox"/> Special Milk                | <input type="checkbox"/> 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

*No findings.*

#### Performance Standard 1: Meal Counting & Claiming- Critical Area

*No findings.*

#### Performance Standard 2: Meal Components & Quantities- Critical Area

<p>1 The following product could not be credited towards the meal pattern due to insufficient documentation: "Pork and Beans." Without sufficient documentation, the reviewer was unable to determine if the daily vegetable quantity requirements were met. This was determined to be a repeat finding from cycle two and contributed towards fiscal action calculations.</p>	<p>Discussed requirements regarding processed product documentation and provided examples. USDA Food Fact Sheets can be found on USDA's website at <a href="http://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets/">http://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets/</a>. The CN Labels and Product Formulation Statements Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Recorded Webinars tab. 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 a Product Formulation Statement for "Pork and Beans." Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be submitted.</i></p>
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<p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly starchy vegetable quantities were insufficient. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations.</p>	<p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, recipes, varying vegetables throughout the week, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern tab. 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/training">http://www.azed.gov/hns/nslp/training</a> under the How-To Guides tab. The Using Appropriate Serving Utensils Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Recorded Webinars tab. 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 a written description of the changes that have been made to ensure that weekly starchy vegetable subgroup quantities at lunch meet minimum amounts required by the meal pattern.</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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<p>Separate meal counts were not taken per meal service. Specifically, breakfast and lunch counts were counted using one tally mark for both meals.</p>	<p>Discussed that separate counting records must be taken per meal service and households must be allowed to refuse a meal. The Meal Counting Do's and Don'ts webinar and slides can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Program Year 2021 Live Webinars tab.</p>	<p><i>Please provide a written description of changes to the system that have been implemented to ensure that meal service counts are recorded separately per meal provided. Additionally, the certificate of completion of Meal Counting Do's and Don'ts must be submitted.</i></p>
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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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4	Documentation to support the nonprofit school food service account's revenues and expenditures from July 1, 2019–June 30, 2020 was not provided.	Discussed the importance of establishing a financial management system and internal controls needed to accurately track and maintain all revenues and expenditures of the nonprofit school food service program. Discussed recordkeeping requirements and timeframe of 5 years.	<i>Please provide the nonprofit school food service account's revenue and expenditure reports from Program Year 2020. Additionally, please provide a description of the systems or processes that will be implemented to ensure supporting documentation for revenues and expenditures is kept on file for a minimum of 5 years.</i>
5	Supporting documentation for the selected sample of expenditures was not provided.	Discussed the importance of establishing a financial management system and internal controls needed to accurately track and maintain all expenditures of the nonprofit school food service program. Discussed recordkeeping requirements and timeframe of 5 years.	<i>Please provide the supporting documentation for the sample of expenditures. Additionally, please provide a description of the systems or processes that will be implemented to ensure all documentation supporting expenditures from the nonprofit school food service account is kept on file for a minimum of 5 years.</i>

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**General Program Compliance: Civil Rights**

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*No findings.*

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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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6	<p><u>Observation:</u> Due to school closures as a result of COVID-19, the triennial assessment of the implementation of the Local Wellness Policy (LWP) will not be conducted by June 30, 2020. The public must be notified of the results of the most recent assessment of the implementation of the LWP.</p>	<p>Per COVID-19: Child Nutrition Response #18, Nationwide Waiver of Local School Wellness Policy Triennial Assessments in the National School Lunch and School Breakfast Programs, issued April 23, 2020, the requirement for Kingdom Preparatory Academy to conduct a triennial assessment of their local wellness policy by June 30, 2020 has been waived. Discussed requirement to complete an assessment. 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 <a href="http://www.azed.gov/hns/nslp/lwp/">http://www.azed.gov/hns/nslp/lwp/</a>. 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> <p><i>Kayenta Boarding School is required to complete their assessment by June 30, 2021.</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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7	The School Nutrition Program Director did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.	Discussed 12 hour requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Courses tab.	<i>Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that the School Nutrition Program Director is registered for.</i>
8	Full-time School Nutrition Program staff have not met the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.	Discussed 6 hour training requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training/">http://www.azed.gov/hns/nslp/training/</a> . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Courses tab.	<i>Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that full-time School Nutrition Program staff are registered for.</i>

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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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9	The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed schools or at off-site storage facilities: Suncup Apple Juice (product of USA, Argentina, China, Chile, Poland, and/or Spain) and Suncup Orange Juice (Product of USA, Brazil, Costa Rica, and/or Mexico). Additionally, documentation justifying a Buy American exception was not on file.	Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar and FAQ. Funds used from the nonprofit food service account must be used to procure food products that comply with the Buy American Provision. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Operational tab. Buy American Recorded Webinar and FAQ can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Recorded Webinars (Program Year 2020 and Earlier) tab.	<i>Please provide a written description of the changes that have been made to procurement and/or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i>
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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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Not applicable.

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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2021 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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Congratulations! Kayenta Boarding School has completed the Administrative Review for the 2020-2021 school year. Thank you for your hospitality and organization during the review process. It is evident that you are working hard to ensure your students are fed healthy meals in a welcoming environment.

**To stay on track with NSLP requirements, check out the NSLP at a Glance Calendar & Monthly Checklist on our website at <https://www.azed.gov/hns/nslp/forms> under the Calendars and Checklists tab.**

**Training: In-person classes, Web-based training and How-To guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>.**

Fiscal Action Assessed?

No- SBP       Yes- SBP      \$0  
 No- NSLP       Yes- NSLP      \$1,504.80

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by January 26, 2021 to Kariann Sadlon at [Kariann.Sadlon@azed.gov](mailto:Kariann.Sadlon@azed.gov) or 1535 West Jefferson Street Bin #7, Phoenix, AZ 85007.



12/10/2020

Reviewer Signature

Date



12/10/2020

Program Director Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the [School Food Authority Appeal Procedure for the Administrative Review](#) found on the National School Lunch Program Administrative Review tab on the ADE website.

Equity for all students to achieve their full potential  
www.azed.gov – (602) 542-8700 – 1535 West Jefferson Street • Phoenix, Arizona 85007 Bin # 7  
This institution is an equal opportunity provider