



Arizona Department of Education Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Kingdom Preparatory Academy

CTD: 07-21-51

Site: Kingdom Preparatory Academy

Contact: Jeannette Russell, Principal/Director

Review Date: November 20, 2020

Review Period: October 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
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Performance Standard 1: Certification & Benefit Issuance- Critical Area

No findings.

Performance Standard 1: Meal Counting & Claiming- Critical Area

1	Meal count totals by category for the month of review were not correctly combined and recorded. Specifically, four breakfast meals and eight lunch meals were underclaimed and this was deemed a non-systemic error.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it does not continue.	<i>Please provide a written description of changes to the system that have been implemented to ensure that meal count totals for the month are correctly combined, recorded and claimed.</i>
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Performance Standard 2: Meal Components & Quantities- Critical Area

2	Breakfast quantities during the review period and day of review did not meet the minimum amounts required by the meal pattern. Specifically, only 1/2 cup of fruit was served each day and this does not meet the daily minimum required amount of 1 cup of fruit. Additionally, this does not meet the weekly minimum requirement of 5 cups of fruit per week. This was not a repeat finding from cycle two.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue, such as implementing offer vs. serve. Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).	<i>Please provide a written description of the changes that have been made to ensure that fruit quantities meet minimum amounts required by the meal pattern. Additionally, please provide one week of breakfast production records that demonstrate that 1 cup of fruit was served each day.</i>
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| <p>3 Lunch quantities during the review period and day of review did not meet the minimum amounts required by the meal pattern. Specifically, 1/2 cup vegetable was served on Thursday during the review period and also on the day of review and this did not meet the daily required minimum amount of 3/4 cup vegetable. Additionally, only 3/8 cup vegetable was served on Friday during the review period and this did not meet the daily required minimum amount of 3/4 cup vegetable. This was not determined to be a repeat finding from cycle two.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue, such as implementing offer vs serve and double-checking the meal pattern to ensure the minimum serving sizes are planned. Meal pattern requirements for the National School Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern 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 vegetable quantities meet minimum amounts required by the meal pattern. Additionally, please provide one week of lunch production records that demonstrate that at least 3/4 cup of vegetable was served each day.</i></p> |
| <p>4 Lunch quantities during the review period did not meet the minimum amounts required by the meal pattern. Specifically, only .25 oz. eq. of grain was served on Tuesday and this did not meet the daily required minimum amount of 1 oz. eq. of grains. This was not determined to be a repeat finding from cycle two.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue, such as using a whole grain-rich tortilla or tortilla chips with the Taco Salad recipe. Meal pattern requirements for the National School Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern 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 grain quantities meet minimum amounts required by the meal pattern. Additionally, please provide one week of lunch production records that demonstrate that at least 1 oz. eq. of grain was served each day.</i></p> |
| <p>5 During the week of review, the tostada served was not whole grain-rich.</p> | <p>Discussed whole grain-rich requirements. USDA's Whole Grain Resource for the National School Lunch and Breakfast Programs: A Guide to Meeting the Whole Grain-Rich Criteria can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that all grains served at breakfast and lunch are whole grain-rich. Additionally, please provide the nutrition fact label, ingredient list and/or Product Formulation Statement demonstrating the product chosen to replace the tostada is whole grain-rich.</i></p> |

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

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| 6 | SFA was not able to provide detailed receipts for food service expenditures from the 2019-2020 school year. | In order for an expenditure to be allowable, supporting documentation must be maintained. An extensive list of allowable and unallowable costs can be found in 2 CFR 200 Subpart E General Provisions for Selected Items of Cost. | <i>Please provide written procedures for how food service receipts will be retained and written assurance this will occur. Additionally, please provide an expenditure report for the month of January 2021 and corresponding receipts for each food service expenditure within the month of January 2021.</i> |
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General Program Compliance: Civil Rights

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| 7 | Notification letters did not include the long USDA nondiscrimination statement. | Discussed where to find nondiscrimination statement on ADE's website at https://www.azed.gov/hns/civilrights . | <i>Please provide written assurance that all program materials have been updated with the proper language. Additionally, please provide an updated notification letter with the correct nondiscrimination statement.</i> |
| 8 | Sufficient documentation to support accommodations for special diets has not been maintained. Specifically, there is no form made available to accommodate students with dietary needs that diverge from meal pattern requirements. | Discussed requirements for accommodating special diets and the need for sufficient documentation. | <i>Please provide written procedures for maintaining documentation supporting accommodations for special diets and written assurance that sufficient documentation to support accommodations for special diets will be maintained.</i> |

General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

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| <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. | 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 http://www.azed.gov/hns/nslp/lwp/ . Also discussed feasible means for notifying the public of the results of the most recent assessment. | <i>None required at this time.</i>

<i>Kingdom Preparatory Academy will complete their assessment by June 30, 2021.</i> |
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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

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| 9 | Receipts documenting food service expenses were not kept on file for the minimum required 5 years. | Discussed record keeping requirements and timeframe of 5 years. | <i>Please provide written assurance that all documents pertaining to the school meal programs will be retained on file for at least 5 years, as is required by Arizona law, as well as a written plan for ensuring that this requirement is met.</i> |
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General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach

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| 10 | Households were not notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year. | Discussed methods of notifying families of the availability of the SFSP prior to the end of the school year and determined which was most feasible. Summer feeding locations can be found at https://www.azhealthzone.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.</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 2021 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:

Thank you for your cooperation during the review process.

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
 No- NSLP Yes- NSLP

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by January 29, 2021 to Kerrie Zigler at Kerrie.Zigler@azed.gov or 1535 W. Jefferson St., Bin #7, Phoenix, AZ 85007.



12/11/2020

Reviewer 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.

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