



Arizona Department of Education Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: American Indian Christian Mission

CTD: 09-20-01

Site: American Indian Christian Mission

Contacts: Jeff Cline, Principal & Julie Adams, Kitchen Manager

Review Date: 3/24/21, Exit Call: 4/8/21

Review Period: February 2021

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

No findings

Performance Standard 2: Meal Components & Quantities- Critical Area

1	<p>A waiver was not submitted to ADE for meals with meal pattern deficiencies for breakfast and lunch when the meal pattern was not followed. Specifically, 100% of grain items served were not whole grain rich for breakfast and lunch during the week of review and for the day of review.</p>	<p>Discussed that ADE is permitted to provide meal reimbursements when the meal pattern is unable to be met due to challenges faced with the court ruling. To support the claim for reimbursement of meals, the SFA is required to provide a meal pattern waiver request form to ADE. Referred to USDA Waiver Summary found on ADE's website at https://www.azed.gov/hns/covid19. Also discussed grain requirements and referred to USDA's Whole Grain Resource found on ADE's website at https://www.azed.gov/hns/nslp/forms</p>	<p><i>A meal pattern waiver for not meeting whole grain rich requirements during breakfast and lunch was submitted to ADE. Please provide written assurance that if the meal pattern cannot be adhered to for all meal services at all times, a meal pattern waiver will be submitted to ADE.</i></p>
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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

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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 claim and the free eligibles were not calculated correctly. | Discussed how to complete daily edit checks using ADE's Daily Edit Check worksheet, and suggested using the simplified, excel version. The Daily Edit Check Worksheet can be found on ADE's website
https://www.azed.gov/hns/nslp/forms under the Operational tab. The Step by Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at
https://www.azed.gov/hns/nslp/training under the How-To Guides tab. | <i>Please provide a completed daily edit check worksheet for the most recent monthly claim. Additionally, please provide written assurance that daily edit checks will be conducted correctly.</i> |
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Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings

Meal Pattern & Nutritional Quality: Meal Components & Quantities

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| 3 | Cereal is not listed correctly on the production records for breakfast; multiple types of cereal are listed together rather than tracked separately. | Discussed that each type of cereal needs to be listed separately on the production records and the amount needs to reflect each type of cereal. | <i>Please provide one day of breakfast production records that demonstrate cereal being listed separately. Additionally, please provide written assurance that cereal will be listed separately on production records.</i> |
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Resource Management

No findings

General Program Compliance: Civil Rights

No findings

General Program Compliance: SFA On-Site Monitoring

No findings

General Program Compliance: Local Wellness Policy

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| 4 | The recent assessment of the implementation of the Local Wellness Policy (LWP) did not meet the Final Rule requirements. Specifically, the LWP was not compared to a model policy. | The LEA completed part of the assessment by using ADE's Assessment Tool to measure progress made in attaining the goals of the wellness policy. Discussed that they also must compare their LWP to a model wellness policy and provided ADE's Comparison Tool. | <i>None required at this time.</i> |
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General Program Compliance: Competitive Food Services

No findings

General Program Compliance: Professional Standards

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| 5 | The School Nutrition Program Director hired after July 1, 2015 did not complete the required 8 hours of food safety training within 30 days of being hired. | Director completed 2 of the hours, discussed that 6 more hours of food safety training need to be completed. Food Safety Online Courses can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ | <i>Please provide the expected date that the additional food safety training hours will be completed by the School Nutrition Program Director.</i> |
| 6 | One full-time School Nutrition Program staff has 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 options of trainings that should be completed before the end of the school year. Trainings for School Nutrition Professionals can be found on ADE's website at http://www.azed.gov/hns/nslp/training/ | <i>Please provide the updated tracker to show the full-time School Nutrition Program will meet training requirements. Or, if the full-time staff is no longer there, please provide a written description of how the new staff will meet training hours for next year.</i> |

General Program Compliance: Water

No findings

General Program Compliance: Food Safety, Storage and Buy American

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| 7 | The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) during the week of review: banana. Additionally, documentation justifying a Buy American exception was not maintained. | Discussed the Buy American provision requirements and procedures to ensure compliance. The form was completed for pineapple but must be completed for any non-domestic product served. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational tab. | <i>A copy of the completed Buy American exception form for the banana was received. Please provide written assurance that this will be kept on file for 5 years.</i> |
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General Program Compliance: Reporting & Recordkeeping

No findings

General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach

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| 8 | Outreach to families regarding the availability of the School Breakfast Program (SBP) was not conducted at the beginning of or during the school year. | Discussed methods of notifying families of the availability of the SBP at the start of and throughout the school year. Additionally, discussed SBP reminders must include: serving times, locations where breakfast is available, and SBP costs. Additional information on the SBP can be found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals tab. | <i>Please provide a written description of how households will be notified of the availability of the SBP at the beginning of and during the school year, and written assurance that this will occur.</i> |
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| 9 | Households were not notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year. | Discussed requirement to notify families of available SFSP sites even when the school doesn't operate SFSP. 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

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| 10 | Record of attendance at mandatory live training and record of attendance during monthly webinars was not present in ADE files. | Asked for certificate of completion for mandatory annual training (Diana provided immediately after conference) and they were asked to send emails to Raevyn after watching monthly webinars moving forward. | <i>None required.</i> |
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Other Federal Program Reviews: Special Milk Program

Not applicable.

Other Federal Program Reviews: At-Risk Afterschool Meals

Not applicable.

Comments/Recommendations:

Congratulations on completing the Administrative Review! Thank you for your hard work and flexibility during this review process. You are doing a wonderful job implementing the School Nutrition Programs.

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?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$0.00
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$0.00

Please submit corrective action response by June 3, 2021 to Lindsey Cler at Lindsey.Cler@azed.gov.



5/3/2021

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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