



## Arizona Department of Education Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Dennehotso Boarding School

CTD: 09-40-03

Site: Dennehotso Boarding School

Contacts: Delbert Ortiz, Principal & Patricia Begay, Cook Supervisor

Review Date: December 16, 2020

Review Period: November, 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

No findings.

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

1	The following vegetable subgroup was not offered during the review period: starchy.	Discussed vegetable subgroup requirements and that pea pods/snap peas fall under "other" subgroup and not "starchy". Vegetable Subgroup Quick Guide 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 Menu Planning tab. Please note that repeated violations involving vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).	<i>Please provide one week of lunch production records which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements.</i>
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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.

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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.

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**General Program Compliance: Civil Rights**

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| 2 | The public/media release was not provided to local media, the unemployment office and local employers considering large layoffs. | Discussed requirements and timeframe for public/media release, and modifications needed for a CEP site. Showed where template release 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 Outreach tab. | <i>Please provide written procedures for distributing the public/media release and written assurance that the public/media release will be submitted to the local media, the unemployment office and local employers considering large layoffs prior to the start of each school year.</i> |
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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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<u>Observation:</u> Due to the exceptional circumstances of this public health emergency related to COVID-19, the triennial assessment of the implementation of the LWP was not conducted. The public must also 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, the requirement to conduct a triennial assessment of the LWP by June 30, 2020 was waived. Instead, the deadline has been extended to June 30, 2021. Discussed requirement to complete an assessment once every three years, at a minimum. 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. Also discussed feasible means for notifying the public of the results of the most recent assessment.	<i>None required.</i>
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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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No findings.

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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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| 3 | Temperature logs for food items are not being maintained.   | Discussed requirements for maintaining temperature logs for food items and that these could be recorded on production records. Temperature logs for food must be maintained for 6 months. Monitoring forms 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 Food/Health Safety tab. | <i>Please provide a copy of the temperature log that will be used for food as well as written assurance that logs will be kept daily and maintained on-file for 6 months.</i> |
| 4 | Documentation was not maintained to support that the school requested two food safety inspections each year from the local health department. | Discussed that each site operating must obtain two food safety inspections from the local health department per school year or maintain documentation to show that two food safety inspections were requested from the local health department each school year.  | <i>Please provide a written description of how you will maintain documentation to show that two food safety inspections will be requested each school year.</i>               |

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**General Program Compliance: Reporting & Recordkeeping**

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No findings.

In June of 2019, ADE released a single Food Program Permanent Service Agreement (FPPSA) for SFAs. As of the date of review, Dennehotso Boarding School had not submitted an updated FPPSA. Discussed requirement to complete the updated FPPSA, the option to sign electronically, and where to find the FPPSA and instructions, under Program Forms - Organizational: <https://www.azed.gov/hns/nslp/forms/>. *None required.*

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

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| 5 | Although monthly menus are posted on district website and copies are available, sufficient outreach to families regarding the availability of the School Breakfast Program (SBP) was not conducted at the beginning of or during the school year. Specifically, the serving times, locations where breakfast is available, and SBP costs are not communicated. | Discussed requirement 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 <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals tab. | <i>Please provide a 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> |
| 6 | Households were not notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year.  | Discussed requirement of notifying families of the availability of the SFSP prior to the end of the school year, including which entities in the local area operate the SFSP, even if the school doesn't operate SFSP. Summer feeding locations can be found at <a href="https://www.azhealthzone.org/">https://www.azhealthzone.org/</a> .   | <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**

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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 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?

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| <input checked="" type="checkbox"/> No- SBP  | <input type="checkbox"/> Yes- SBP  | \$0 |
| <input checked="" type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP | \$0 |

Please submit corrective action response by February 16, 2021 to [Lindsey.Cler@azed.gov](mailto:Lindsey.Cler@azed.gov).



1/14/2021

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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