



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

Administrative Review Summary Report

School Food Authority Name: Torah Day School of Phoenix

CTD: 07-20-78

Site: Torah Day School of Phoenix

Contacts: Gaby Friedman, Administrator & Jen Siegel, Administrator

Review Date: November 9, 2021

Review Period: October 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

Not applicable.

Performance Standard 1: Meal Counting & Claiming- Critical Area

No findings.

Performance Standard 2: Meal Components & Quantities- Critical Area

No findings.

Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

Not applicable.

Meal Access & Reimbursement: Verification

Not applicable.

Meal Access & Reimbursement: Meal Counting & Claiming

No findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

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| 1 | Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast and lunch. | Discussed that "serve only" meal signage is required for breakfast and lunch in the areas that students eat. | <i>SFA posted reimbursable meal signage during the day of review. No further corrective action needed.</i> |
| 2 | Soy milk is not being tracked on production records during breakfast and lunch. | Discussed that all food items needed to be recorded on the production records, including the soy milk. | <i>Please provide copies of completed breakfast and lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years.</i> |
| 3 | The quantity of cereal at breakfast was incorrectly recorded on the production records during the week of review. | Discussed that the correct quantities should be reflected on the production records. | <i>Please provide copies of completed breakfast production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years.</i> |

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

No findings.

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

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| 4 | A written food safety plan has not been developed. | SFA has a plan but discussed that the caterer will also need a food safety plan and where to find ADE's template at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety tab. | <i>Please provide a copy of a written food safety plan.</i> |
| 5 | Temperature logs for food are not being maintained. | Discussed requirements for maintaining temperature logs for food items served, which could also be recorded on production records. Temperature logs must be maintained for 6 months. Forms can be found on ADE's website at https://www.azed.gov/hns/nslp/forms 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> |
| 6 | A tracking system was not in place for USDA foods inventory. | Discussed that a tracking system needs to be developed for USDA foods and that it should also track items separately from other schools that utilize the same caterer. | <i>Please provided the tracking form or a description of how USDA foods inventory will be tracked and written assurance that USDA foods will be tracked separately for all schools.</i> |

General Program Compliance: Reporting & Recordkeeping

No findings.

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

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| 7 | Outreach to families regarding the availability of the School Breakfast Program (SBP) was not conducted during the school year. | Discussed methods of notifying families of the availability of the SBP throughout the school year, in addition to the beginning of the year. Additionally, SBP reminders must include: serving times, locations where breakfast is available, and SBP costs. | <i>Please provide a written description of how households will be notified of the availability of the SBP during 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 2022 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

Will be reviewed when SFA begins operating At-Risk Afterschool Meals.

Comments/Recommendations:

Congratulations on completing the Administrative Review! Thank you for your hard work and cooperation during this process. You are doing a wonderful job implementing the School Nutrition Programs and it was a pleasure visiting your school. Please 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 <https://www.azed.gov/hns/nslp/forms> under the Calendars and Checklists tab.

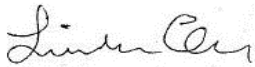
Training: In-person classes, Web-based training and How-To guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>.

Fiscal Action Assessed?

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| <input checked="" type="checkbox"/> No- SBP | <input type="checkbox"/> Yes- SBP |
| <input checked="" type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP |
| <input checked="" type="checkbox"/> No- SSO SBP | <input type="checkbox"/> Yes- SSO SBP |
| <input checked="" type="checkbox"/> No- SSO NSLP | <input type="checkbox"/> Yes- SSO NSLP |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by January 7, 2022 to Lindsey.Cler@azed.gov.



12/6/2021

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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