



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

**Administrative Review Summary Report**

School Food Authority Name: Kaizen Education Foundation dba South Pointe Elementary School

CTD: 07-89-99

Site: Kaizen Education Foundation dba South Pointe Elementary School

Contacts: Michele Kaye, Chief Operating Officer and Heather Williams, Director of Child Nutrition

Review Date: January 25, 2022

Review Period: December 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
-----	--------------------------------	-------------------------------	----------------------------

**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**

No findings

**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**

---

- |   |  |   |   |
|---|--|---|---|
| 1 | Signage that explains what constitutes a reimbursable meal was not displayed to students at breakfast. | Discussed feasible options for signage in each classroom and posting options. Printable POS Signage 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. | <i>Signs were printed and displayed in each classroom during the on-site review and no further corrective action is needed.</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**

---

- |   |  |  |   |
|---|--|--|---|
| 2 | The Local Wellness Policy (LWP) did not contain goals for other school-based activities. | Discussed developing a LWP with goals for other school-based activities. Discussed other school-based activity ideas which include sponsoring health fairs, fitness clubs and other wellness based activities. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar 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 Training Tab. | <i>Please provide a written plan for how the missing elements of the LWP will be included. The plan should include draft language of the element(s) to be added, who will be involved in updating the LWP and the date the update is expected to be completed. Additionally, provide written assurance that the Local Wellness Policy will be specific to your institution.</i> |
|---|--|--|---|

---

**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**

---

No findings

---

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

---

No findings

---

**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**

---

Not applicable

---

**Comments/Recommendations:**

---

Thank you for your organization and cooperation during the Administrative Review for the 2021-2022 school year.

**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

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by March 11, 2022 to Kerrie Zigler at [Kerrie.Zigler@azed.gov](mailto:Kerrie.Zigler@azed.gov)



2/22/2022

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.

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