



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

Administrative Review Summary Report

School Food Authority Name: Kaizen Education Foundation dba Vista Grove Preparatory Academy Elementary

CTD: 07-85-67

Site(s): Kaizen Education Foundation dba Vista Grove Preparatory Academy Elementary

Contacts: Heather Williams, Director of Child Nutrition

Review Date: January 12, 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

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

No findings.

Resource Management

No findings.

General Program Compliance: Civil Rights

No findings.

General Program Compliance: SFA On-Site Monitoring

Not Applicable.

General Program Compliance: Local Wellness Policy

No findings.

General Program Compliance: Competitive Food Services

Not Applicable.

General Program Compliance: Professional Standards

No findings.

General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

- | | | | |
|---|---|--|--|
| 1 | A copy of the written food safety plan was not made available in food preparation area on site. | Discussed that this should be easily available at each food preparation and food service site and that staff should be aware of its existence. | <i>Please provide written assurance that a copy of the written food safety plan has been made available in the food preparation area at each site.</i> |
|---|---|--|--|

General Program Compliance: Reporting & Recordkeeping

- | | | | |
|---|---|--|--|
| 2 | Production records were not completed accurately. Specifically, the prepped portions pre-filled by the caterer did not reflect the actual portions available at the beginning of meal service which resulted in the used servings being inaccurate. | Discussed importance of the server (whether SFA or caterer depending on meal service) completing production records before meal service to document the actual amount of items served and after meal service to record the actual amount of items left over. | <i>Please provide a written description of the changes that have been made to procedures for completing production records to ensure items served and items left over are accurately recorded.</i> |
|---|---|--|--|

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:

Congratulations on the completion of the Administrative Review for the 2021-2022 school year! Thank you for your cooperation and assistance during the review process. Please contact Kariann Sadlon, at Kariann.Sadlon@azed.gov, with any questions or concerns that you may have.

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

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by March 11, 2022 to Kariann Sadlon at Kariann.Sadlon@azed.gov.

Originally Signed by Gina Dunlap 2/1/22

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