



## Arizona Department of Education Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Sacred Heart School

CTD: 12-20-02

Site(s): Sacred Heart School

Contacts: Sheri Dahl, Superintendent & Mary K. Espinoza, Business Administrator

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
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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

<p>1 Documentation did not support that all required meal components were offered and served during the review period. Specifically, during breakfast on 12/7/22 and 12/8/22 production records indicated no Grain component was offered or served. This was determined to not be attributed to supply chain disruptions and the flexibility per USDA's COVID-19: Child Nutrition Response #100 was not applicable and therefore contributed toward fiscal action calculations.</p>	<p>Discussed requirements for recordkeeping and breakfast meal pattern requirements for the grade groups served. Discussed specific missing items and suggested changes (e.g. serving whole grain-rich tortilla, toast, cracker, cereal, etc. which contributes 1 oz eq Grain at minimum daily). The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library tab.</p>	<p><i>Please provide a written description of the changes that have been made to the breakfast menu to bring it into compliance with the meal pattern requirements. Additionally, please provide one week of breakfast production records which demonstrate compliance with offering/serving a Grain component. The certificate of completion for Step-by-Step Instruction: How to Plan a Breakfast Menu must be submitted.</i></p>
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| <p>2 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during breakfast the weekly Grain quantities were not met, providing 6 oz eq of Grain and not the required 8 oz eq. This was not determined to be a repeat finding from previous cycle and did not contribute toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, recipes, etc.). Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern tab. The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes during breakfast that have been made to ensure that weekly Grain quantities meet minimum amounts required by the meal pattern.</i></p>   |
| <p>3 The following vegetable subgroup was not offered during the review period: Beans/Peas (Legumes). This was not determined to be a repeat finding from the previous cycle and contributed toward fiscal action calculations.</p>   | <p>Discussed vegetable subgroup requirements for the age/grade groups served. 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. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library tab. Please note that repeated violations involving vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>   | <p><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. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</i></p> |

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

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No Findings.

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**Meal Access & Reimbursement: Certification & Benefit Issuance**

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Not Applicable.

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**Meal Access & Reimbursement: Verification**

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Not Applicable.

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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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Not Applicable.

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**Meal Pattern & Nutritional Quality: Meal Components & Quantities**

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| 4 | Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast and lunch. | Discussed feasible options for signage and potential content, plan for creating and posting. 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>Please provide the sign that will be displayed to students that demonstrates what constitutes a reimbursable meal at breakfast and lunch. Additionally, please provide written assurance that this sign will be displayed for all students to see.</i> |
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**Resource Management**

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| 5 | Net cash resources available in the nonprofit school food service account exceed the three month expenditure limit and approval from ADE needs to be obtained. | Discussed requirement that net cash resources must be limited to an amount that does not exceed 3 months average expenditures without prior approval from the ADE. Referred to 7 CFR 210.19. | <i>Please provide documentation of a detailed spending plan to ADE for approval to maintain a balance in excess of the net cash resource limit.</i> |
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**General Program Compliance: Civil Rights**

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No Findings.

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**General Program Compliance: SFA On-Site Monitoring**

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Not Applicable.

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**General Program Compliance: Local Wellness Policy**

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No Findings.

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**General Program Compliance: Competitive Food Services**

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Not Applicable.

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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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| 6 | Documentation was not maintained to support that the school received two food safety inspections from the local health department each school year, or 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 ensure that two food safety inspections from the local health department will be obtained each school year.</i>   |
| 7 | The most recent food safety inspection report was not posted in a prominent location and was not visible to all program participants. Specifically, the food safety inspection dated 3/19/2018 was posted inside the kitchen and not publicly visible.   | Discussed making copies of most recent report and feasible places for posting.   | <i>Please provide a photo demonstrating that the most recent food safety inspection report has been posted in a location where the program participants can view it. Additionally, please specify where the report has been posted.</i> |

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**General Program Compliance: Reporting & Recordkeeping**

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| 8 | The site application in CNPWeb does not accurately reflect the meal service that were observed on-site. Specifically, site application reflects Serve-Only meal service during breakfast when OVS is implemented allowing students to decline milk. | Advised SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes. | <i>Please submit a new site application in CNPWeb that accurately reflects the current meal service. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.</i> |
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**General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach**

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No Findings.

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**Other Federal Program Reviews: Afterschool Snack Program**

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Not Participating.

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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2022 if applicable.

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**Other Federal Program Reviews: Fresh Fruit & Vegetable Program**

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Not Participating.

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**Other Federal Program Reviews: Special Milk Program**

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Not Participating.

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**Other Federal Program Reviews: At-Risk Afterschool Meals**

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Not Participating.

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Comments/Recommendations:

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Congratulations! Sacred Heart School has completed the Administrative Review for the 2021-2022 school year. Thank you for your hospitality during the review process. Your team works to continue to learn and provide a good job at implementing the National School Lunch and School Breakfast Programs. It is evident that you are working towards ensuring your students are fed healthy, delicious meals in a supportive environment.

**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	\$403.78
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$0.00
<input type="checkbox"/> No- SSO SBP	<input type="checkbox"/> Yes- SSO SBP	\$0.00
<input type="checkbox"/> No- SSO NSLP	<input type="checkbox"/> Yes- SSO NSLP	\$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by March 28, 2022 to Joyce Benally to [Joyce.Benally@azed.gov](mailto:Joyce.Benally@azed.gov).



2/24/2022

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.

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