



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

**Administrative Review Summary Report**

School Food Authority Name: Cottonwood Day School  
 CTD: 01-43-05  
 Site(s): Cottonwood Day School

Contacts: Victor Benally- Acting School Principal, Selina Yazzie- School Lead Cook.

Review Date: May 11, 2022

Review Period: April 2022

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**

1	Quantities observed during the review period did not meet minimum amounts required by the meal pattern for daily minimum vegetable requirements on 04/07/2022.	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.). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. Meal pattern requirements for the National School Lunch Program -AND-OR- National School Breakfast Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nsip">http://www.azed.gov/hns/nsip</a> under the Meal Pattern tab. The Step-by-Step Instruction: How to Plan a Lunch Menu -AND-OR 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/nsip/training">http://www.azed.gov/hns/nsip/training</a> under the Online Training Library tab. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nsip/training">http://www.azed.gov/hns/nsip/training</a> under the Online Training Library tab.	<i>Please provide a written description of the changes that have been made to ensure that vegetable quantities meet minimum amounts required by the meal pattern.</i>
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**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

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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 Finding

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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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No Findings

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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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| 2 | A Local Wellness Policy (LWP) has not been developed. | Discussed preliminary planning, such as who will be named as the designated LWP official and how required stakeholders will be invited to participate in the process. Reviewed handouts and discussed developing a LWP with required elements. Local Wellness Policy resources 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 Local Wellness Policy tab. 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 development of a Local Wellness Policy. This plan must include who will be designated as the oversight official, who will be invited to participate in the development process and the date by which the policy is expected to be completely developed and adopted. Additionally, provide written assurance that the Local Wellness Policy will be specific to your institution.</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 | The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed schools: <b>Watermelon</b> from Chile and Mexico, <b>Guacamole</b> from Mexico, <b>Pineapple Tidbit</b> from Thailand, <b>Broccoli</b> from Mexico, <b>Garlic in water</b> from China, and <b>Canned Tropical Fruit</b> from Thailand. Additionally, documentation justifying a Buy American exception was not maintained/on file. | Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar and FAQ. Funds used from the non-profit food service account must be used to procure food products that comply with the Buy American Provision. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, 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 Operational tab. Buy American Recorded Webinar and FAQ 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 Library tab. | <i>Please provide a written description of the changes that have been made to procurement and recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i> |
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**General Program Compliance: Reporting & Recordkeeping**

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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 so much for the hard work that you and your team does to keep up with the programs guidelines.

**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?**

- No- SBP       Yes- SBP
- No- NSLP       Yes- NSLP
- No- SSO SBP       Yes- SSO SBP
- No- SSO NSLP       Yes- SSO NSLP

Please submit corrective action response by 07/13/2022 to Lilian Scott at [lilian.scott@azed.gov](mailto:lilian.scott@azed.gov) .



Reviewer Signature

6/14/2022

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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