



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

**Administrative Review Summary Report**

School Food Authority Name: Shonto Governing Board of Education, Inc.

CTD:09-39-17

Sites: Shonto Preparatory School & Shonto Governing Board of Education - Kaibeto #700 Blue Bird Route

Contacts: Melanie Dewakuku, Interim-Superintendent, Esther Bedoni, Business Technician & Nellie James, Food Service Manager

Review Date: May 26, 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**

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**

<p>1 Meals served to teachers, administrators, custodians, and other adults were not priced so that the adult payment in combination with any per-lunch revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to cover the overall cost of the meal during lunch.</p>	<p>Discussed ways to determine adult meal prices which included a per meal cost analysis or pricing adult meals to reflect the amount of reimbursement received for a free meal plus the per meal value of entitlement and bonus commodities for non-pricing programs. Referred to HNS 27-2021 Guidance for Adult Meal Pricing in School Year 2021-2022 (SY 22). Discussed using the appropriate adult meal pricing tool for next school year when it becomes available.</p>	<p><i>Please provide a written description of the steps that will be taken to determine how adult meal prices will be calculated next school year.</i></p>
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**General Program Compliance: Civil Rights**

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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No Findings

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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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|---|--|---|---|
| 2 | A written food safety plan has not been fully developed. | Discussed required components of a food safety plan and resources available on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Food/Health Safety tab. | <i>Please provide a copy of a completed food safety plan.</i> |
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**General Program Compliance: Reporting & Recordkeeping**

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|---|--|---|---|
| 3 | The SFSP site application for Shonto Preparatory School did not indicate that adult meals were served to non-program adults or the price of meals in section 7.                        | Discussed that the site and sponsor application in CNP Web should accurately reflect current practices.   | <i>Please provide written assurance that the CNP Web application will accurately reflect current practices at the SFA.</i>  |
| 4 | Production Records do not accurately reflect the correct portion size per serving for multiple items during breakfast and lunch at Shonto Preparatory School and Kaibeto Bus Route.    | Discussed how to document the portion size per serving, which depends on the type of item served. Kaibeto Bus Route will no longer be operating so production records will only be required for the school for corrective action.   | <i>Please provide copies of completed breakfast and lunch production records for 5 consecutive days for Shonto Preparatory School, as well as written assurance that all records will be maintained for 5 years.</i>  |
| 5 | Production Records do not accurately reflect the contribution to meal pattern for multiple items served during breakfast and lunch at Shonto Preparatory School and Kaibeto Bus Route. | Discussed which items were incorrect and how to properly credit and document items towards the meal pattern. Referred to the Food Buying Guide and Whole Grain Resource - <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> . Also discussed using production records that don't include the meal pattern contribution, which can be found on ADE's website under Program Forms, Menu Planning tab - <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> . Kaibeto Bus Route will no longer be operating so production records will only be required for the school for corrective action. The Production Record Overview Recorded Webinar & Webinar Slides 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 copies of completed breakfast and lunch production records for 5 consecutive days for Shonto Preparatory School, as well as written assurance that all production records will be completed accurately. Additionally, the certificate of completion of Production Record Overview must be provided.</i> |
| 6 | Changes made to production records on 4/5/22 during lunch at Shonto Preparatory School were not properly documented.   | An additional entrée was served and the SFA did not document the additional fruits and vegetables served with it. Discussed that all items and the correct amounts need to be documented to show compliance with meal pattern.  | <i>Please provide a written description of changes that have been made to ensure that production records accurately reflect food items and amount served.</i>   |

- 7 Production records on 4/5/22 during lunch for Kaibeto Bus Route incorrectly documented the vegetable served. SFA served broccoli in place of corn and incorrectly documented this on production records. Discussed the importance of documenting the correct item served on production records to show compliance with meal pattern. *Please provide a written description of changes that have been made to ensure that production records accurately reflect food items served.*

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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 Applicable

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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 Applicable

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

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Not Applicable

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

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Not Applicable

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Comments/Recommendations:

Congratulations on completing the Administrative Review! Thank you for your hard work and cooperation during this process. Please keep up the great work!

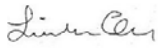
**To stay on track with NSLP requirements, check out the NSLP at a Glance Calendar & Monthly Checklist on our website at <https://www.azed.gov/hns/nslp/forms> under the Calendars and Checklists tab.**

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

Please submit corrective action response by **July 29, 2022** to [Lindsey.Cler@azed.gov](mailto:Lindsey.Cler@azed.gov).



June 30, 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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