



## Arizona Department of Education Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Saint Joseph Catholic Parish

CTD: 10-20-43

Site(s): St. Joseph Catholic School

Contacts: Sheri Dahl, Superintendent and Katie Bronkema, Lunch Director

Review Date: April 12, 2022

Review Period: March 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	<p>Meals served to preschool students did not meet meal pattern requirements. Specifically, cereal exceeded the sugar limit: Raisin Bran Cereal and Cinnamon Toaster Cereal. This contributed toward fiscal action calculations.</p>	<p>Discussed cereal served must not have more than 6 grams of sugar per 1 dry ounce. Referred to SP 01-2018 Updated Infant and Preschool Meal Patterns in the National School Lunch Program and School Breakfast Program; Questions and Answers. Meal pattern requirements for CACFP can be found on ADE's website at <a href="https://www.azed.gov/hns/cacfp">https://www.azed.gov/hns/cacfp</a> under the Meal Pattern accordion. ADE Shopping Guide for Cereal can be found on ADE's website at <a href="https://www.azed.gov/hns/cacfp/programforms/">https://www.azed.gov/hns/cacfp/programforms/</a> under the Identifying and Preparing Nutritious and Creditable Foods section.</p>	<p><i>Please provide supporting documentation (i.e., product label and Nutrition Facts label) for the cereal product that will replace the Raisin Bran and Cinnamon Toast Cereal served to preschool students. Additionally, provide written assurance that cereal served to preschool students will not exceed the sugar limit.</i></p>
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- 2 No Findings. Meals served to preschool students that are unallowable grain-based dessert item that have a potential to be served to preschool students based on breakfast menu: Cinnamon Roll, Granola Bar, and Pop Tart. Discussed grain-based desserts such as cookies, sweet pie crusts, doughnuts, cereal bars, breakfast bars, granola bars, sweet rolls, toaster pastries, cakes, and brownies are not creditable as part of the reimbursable meal but may be served as an extra meal item. Referred to SP 01-2018 Updated Infant and Preschool Meal Patterns in the National School Lunch Program and School Breakfast Program; Questions and Answers. Meal pattern requirements for CACFP can be found on ADE's website at <https://www.azed.gov/hns/cacfp> under the Meal Pattern accordion. Team Nutrition Training: Grain Based Desserts in the CACFP can be found on ADE's website at <https://www.azed.gov/hns/cacfp/ca> *None required at this time.*
- 3 No Findings. Discussed the updated preschool meal pattern. Specifically, that flavored milk is not allowable. Referred to SP 01-2018 Updated Infant and the updated preschool meal patterns in the National School Lunch Program and School Breakfast Program; Questions and Answers. CACFP Meal Pattern can be found on ADE's website at <https://www.azed.gov/hns/cacfp> under the Meal Pattern accordion. *None required at this time.*

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| <p>4 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during Breakfast the weekly minimum requirement of 8 oz eq of Grain was not met, only providing 7 oz eq of Grain. This was determined to not 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 such as ensuring 1 oz eq of Grain for Breakfast is not planned for more than 2 days of the week. 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 that have been made to ensure that Breakfast weekly Grain quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Breakfast Menu must be submitted.</i></p>       |
| <p>5 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during Lunch the weekly minimum requirement of 9 oz eq of Meat/Meat Alternate was not met, only providing 8.5 oz eq of Meat/Meat Alternate. This was determined to not 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.). 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 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 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 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 that have been made to ensure that Lunch weekly Meat/Meat Alternate quantities meet minimum amounts required by the meal pattern. 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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No Findings.

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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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| 6 | Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check (94.00%) does not match the attendance factor on the monthly reimbursement claims (91.17%). | Discussed how to complete daily edit checks using ADE's Daily Edit Check worksheet. The Daily Edit Check Worksheet can be found on ADE's website <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Operational tab. The Step-by-Step Instruction: How to Complete Daily Edit Checks 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 completed daily edit check worksheet for the month of August 2022. Additionally, please provide written assurance that daily edit checks will be conducted. Additionally, the certificate of completion of Step-by-Step Instruction: How to Complete Daily Edit Checks must be submitted.</i> |
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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 Findings.

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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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Not Applicable.

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### General Program Compliance: Local Wellness Policy

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| 7 The Local Wellness Policy (LWP) did not contain goals for nutrition education.           | Discussed developing a LWP with goals for nutrition education. Discussed nutrition education activity ideas which included integrating nutrition into health education classes, promoting skill development and integrating nutrition into core subjects. 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 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> |
| 8 The Local Wellness Policy (LWP) did not contain goals for physical activity.             | Discussed developing a LWP with goals for physical activity. Made suggestions to include the number of days per week or minutes per day that students would receive physical activity in addition to physical assessments. 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 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> |
| 9 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 included the HealthierUS School Challenge, offering staff wellness training to inspire them to serve as role models, sponsoring health fairs and incorporating school gardens and/or the Farm to School Program. 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 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> |

10 The review and update of the Local Wellness Policy (LWP), as specified in the policy itself, is not occurring nor is documentation being kept on file to support this. Specifically, the LWP provided is dated August 2017.	Discussed why the review and update is not occurring and what can be done to ensure this occurs as specified in the LWP. Discussed maintaining records to document compliance. 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>None required at this time.</i>
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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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No Findings.

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**General Program Compliance: Reporting & Recordkeeping**

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11 Breakfast production records provided do not indicate different portion sizes for different grade groupings: Pre-K and K-8.	Discussed using Production Record for Multiple Grade Groupings 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. 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 Production Record for Multiple Grade Groupings for 5 consecutive days. Additionally, the certificate of completion of Production Record Overview must be provided.</i>
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| 12 | Lunch production records provided do not indicate different portion sizes for different grade groupings: Pre-K and K-8.   | Discussed using Production Record for Multiple Grade Groupings 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. 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 Lunch Production Record for Multiple Grade Groupings for 5 consecutive days. Additionally, the certificate of completion of Production Record Overview must be provided.</i> |
| 13 | The site application in CNPWeb does not accurately reflect the point of service observed on-site. Specifically, site is implementing OVS allowing students to decline a milk. | Advised SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes.  | <i>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:**

Congratulations! Saint Joseph Catholic Parish has completed the Administrative Review for the 2021-2022 school year. Thank you for your hospitality, organization, and sense of urgency during the review process. Your team works seamlessly to provide such an outstanding job implementing the National School Lunch Program and School Breakfast Program. It is evident that you are working hard to ensure 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?

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| <input checked="" type="checkbox"/> No- SBP      | <input type="checkbox"/> Yes- SBP      | \$98.99 |
| <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     |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by September 9, 2022 to Joyce Benally at [Joyce.Benally@azed.gov](mailto:Joyce.Benally@azed.gov).

**Joyce Benally**  
Digitally signed by Joyce Benally  
Date: 2022.08.08 11:49:17 -07'00'

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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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