



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Kaizen Education Foundation dba El Dorado High School

CTD: 07-87-18

Site(s): Glenview College Preparatory High School

Contacts: Michele Kaye, Chief Operating Officer/Heather Williams, Director of School Nutrition

Review Date: February 15, 2023

Review Period: January 2023

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 and Benefit Issuance – Critical Area			
	No Findings.		
Performance Standard 1: Meal Counting and Claiming – Critical Area			
	No Findings.		
Performance Standard 2: Meal Components & Quantities – Critical Area			
	No Findings.		
Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area			
	No Findings.		
Meal Access & Reimbursement: Certification and Benefit Issuance			
	No Findings.		
Meal Access & Reimbursement: Verification			
	No Findings.		
Meal Access & Reimbursement: Meal Counting and Claiming			
	No Findings.		
Meal Pattern & Nutritional Quality: Offer Versus Serve			
	No Findings.		
Meal Pattern & Nutritional Quality: Meal Components and Quantities			

No Findings.

Resource Management

No Findings.

Procurement

No Findings.

General Program Compliance: Civil Rights

No Findings.

General Program Compliance: SFA On-Site Monitoring

No Findings.

General Program Compliance: Local Wellness Policy

No Findings.

General Program Compliance: Competitive Food Services

No Findings.

General Program Compliance: Professional Standards

No Findings.

General Program Compliance: Water

No Findings.

General Program Compliance: Food Safety, Storage and Buy American

No Findings.

General Program Compliance: Reporting and Recordkeeping

- | | | | |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| 1 | Production records for lunch provided did not contain all required sections: Specifically, production records planned/used/left over section is not completed adequately. | Discussed required sections of production records. Production Record Templates can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. The Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. | <i>Corrective Action Received. No Further Action Required.</i> |
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General Program Compliance: School Breakfast Program and 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 2023 if applicable.

Other Federal Program Reviews: Fresh Fruit and 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 for your hard work and responsiveness during the review process! Your dedication to serving your students healthy, safe meals is evident. I appreciate the constant communication and your ability to go above and beyond. 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?

<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.

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 under the Reviews Conducted by the State Agency accordion on ADE's National School Lunch and School Breakfast Program webpage.

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