



## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Prescott Unified District

CTD: 13-02-01

Site(s): Lincoln Elementary School , Sacred Heart Parish School

Contacts: Joe Howard, Superintendent ; Angela Anderson, Food Service Liaison ; Amy Seigler, Food Service Director

Review Date: March 30-31, 2023

Review Period: February 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
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#### 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

1	The site application in CNPWeb does not accurately reflect the type of food service and counting and claiming procedures that were observed on-site at <b>Sacred Heart Parish School</b> . Specifically, the site operates a self preparation kitchen and Grab 'N' Go breakfast carts whereas the site application indicates Central Kitchen and Breakfast in the cafeteria/main dining area.	Advised SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes.	<i>Corrections have been made to the site application in CNPWeb. 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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<b>Meal Pattern &amp; Nutritional Quality: Offer Versus Serve</b>		
No Findings.		
<b>Meal Pattern &amp; Nutritional Quality: Meal Components and Quantities</b>		
No Findings.		
<b>Resource Management</b>		
No Findings.		
<b>Procurement</b>		
No Findings.		
<b>General Program Compliance: Civil Rights</b>		
No Findings.		
<b>General Program Compliance: SFA On-Site Monitoring</b>		
No Findings.		
<b>General Program Compliance: Local Wellness Policy</b>		
No Findings.		
<b>General Program Compliance: Competitive Food Services</b>		
No Findings.		
<b>General Program Compliance: Professional Standards</b>		
No Findings.		
<b>General Program Compliance: Water</b>		
No Findings.		

<b>General Program Compliance: Food Safety, Storage and Buy American</b>		
2	<p>Temperature logs for dry food storage areas are not being maintained at <b>Sacred Heart Parish School</b>.</p> <p>Discussed requirements for maintaining food storage area temperature logs, sample templates, and who would be responsible. Temperature logs for food storage areas must be maintained for 6 months. Monitoring forms 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 Food/Health Safety accordion. Additionally, discussed Food Safety Online Training Library can be found on ICN's website at <a href="https://theicn.org/icn-resources-az/food-safety/">https://theicn.org/icn-resources-az/food-safety/</a>.</p>	<p><i>Corrections were made by the SFA during the on-site observation. Please provide written assurance that temperature logs will be kept daily and maintained on-file for 6 months.</i></p>

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**General Program Compliance: Reporting and Recordkeeping**

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No Findings.

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**General Program Compliance: School Breakfast Program and 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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| 3 The Afterschool Snack Program (ASP) monitoring review was not conducted within the first four weeks of operation and one additional time during the school year. | Discussed ASP monitoring requirements. A sample ASP monitoring form can be found on ADE's website at <a href="https://www.azed.gov/hns/nsip/forms">https://www.azed.gov/hns/nsip/forms</a> under the Operational accordon. | <i>Please provide written assurance that the ASP will be monitored once within the first four weeks of operation and one additional time during the school year, and that documentation to support this will be maintained.</i> |
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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2023 if applicable.

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**Other Federal Program Reviews: Fresh Fruit and 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 the completion of the administrative review of the National School Lunch Program. It was a pleasure to evaluate the program and work with the staff that works so hard to ensure safe access to healthy meals for the students they serve. It's recommended to establish clear and standardized procedures for documentation and reporting, provide adequate training and resources to staff, and conduct regular audits to identify and correct any issues. Additionally, seeking guidance and support from ADE, industry organizations, and other relevant authorities can help improve practices and ensure continued success.

**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
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 26, 2023 to [Brandon.Estrada@azed.gov](mailto:Brandon.Estrada@azed.gov)

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Reviewer Signature	Date
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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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