



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Rocky Ridge Boarding School

CTD: 09-40-02

Site(s): Rocky Ridge Boarding School

Contacts: Lynn Lawson, Principal ; Regina Boone, Food Service Manager

Review Date: March 28, 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
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

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| 1 | Daily edit checks are not being conducted. | 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 at on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational accordion. The Step-by-Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. | <i>Please provide a completed daily edit check worksheet for the month of April 2023. 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> |
| 2 | The Free and Reduced-Price Policy Statement provided by the SFA does not reflect current practices and procedures observed on-site. Specifically, the signer on the agreement is no longer employed by the school system. | Referred them to FRPPS template on ADE's website at website at https://www.azed.gov/hns/nslp/forms under the Organizational accordion. | <i>Please provide an updated and signed Free and Reduced-Price Policy Statement. Additionally, please provide written assurance that moving forward, the Free and Reduced Price-Policy Statement will reflect current practices.</i> |

Meal Pattern & Nutritional Quality: Offer Versus Serve

No Findings

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No Findings

Resource Management

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| 3 | Meals served to teachers, administrators, custodians, and other adults were not priced so that the adult payment was sufficient to cover the overall cost of the meal. | Discussed ways to determine adult meal prices which included a per meal cost analysis and pricing utilizing the Adult Meal Pricing Tool. Non-Pricing Sites: 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 Adult Meal Pricing Tool SY 22-23 on ADE's website at https://www.azed.gov/hns/nslp/forms/ under the Financial accordion. | <i>Adult meal prices have been increased to meet the overall cost of the meal. Please provide written assurance that adult meal prices will be reviewed each school year to ensure the adult payment is sufficient to cover the overall cost of the meal.</i> |
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4	A plan was not provided for the use of \$6,945.14 in Supply Chain Assistance funds.	Discussed that the attestation statement signed by the SFA detailed that the SFA will use SCA funds only for purchasing unprocessed or minimally processed domestic food products and that SFAs are required to maintain purchasing and other related records for review and audit purposes. Referred to SP 03-2022: Allocation of Supply Chain Assistance (SCA) Funds to Alleviate Supply Chain Disruptions in the School Meal Programs located on ADE's website at https://www.azed.gov/hns/memos .	<i>Please provide a plan on how the \$6,945.14 of Supply Chain Assistance funds will be spent. Additionally, provide a written description of how documentation of expenses will be maintained.</i>
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Procurement

No Findings

General Program Compliance: Civil Rights

5	The public/media release provided to local media, the unemployment office and local employers considering large layoffs did not contain all required sections. Specifically, the income eligibility criteria for a family to receive free or reduced price meals was missing.	Discussed requirements and timeframe for public/media release, and best options locally for submitting the release to. Showed where template release can be found on ADE's website at https://www.azed.gov/hns/nslp/forms/ . Discussed who would be responsible for doing this.	<i>Please provide a copy of updated public media/release template which demonstrates compliance. Additionally, please provide written assurance that the public/media release provided to local media, the unemployment office and local employers considering large layoffs will contain all required sections.</i>
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General Program Compliance: SFA On-Site Monitoring

Not Applicable

General Program Compliance: Local Wellness Policy

6	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.	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 https://www.azed.gov/hns/nslp/training under the Online Training accordion.	<i>Please provide a written description of how the LWP will be reviewed and updated as well as how reviews and updates will be documented.</i>
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General Program Compliance: Competitive Food Services

No Findings

General Program Compliance: Professional Standards

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| <p>7 The School Nutrition Program Director did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.</p> | <p>Discussed 12 hour requirement and feasibility for attending upcoming applicable trainings. Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Build Your Employees Training Plans accordion. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.</p> | <p><i>Please provide written assurance that School Nutrition Program Directors will meet professional standard requirements each school year. Please provide the expected date that the training requirement will be met. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.</i></p> |
| <p>8 Employees were not appropriately categorized per Professional Standards definitions. Specifically, the School Nutrition Program Director is categorized as a program manager in the school systems training tracking system.</p> | <p>Reviewed all employees with NSLP related responsibilities and helped SFA categorize employees appropriately. Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Build Your Employees Training Plans accordion. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.</p> | <p><i>Please provide a written description of how it will be ensured that employees are appropriately categorized per Professional Standards definitions.</i></p> |
| <p>9 Employees outside of the School Nutrition Program whose responsibilities assist in the operation of the NSLP/SBP have not received applicable training. Specifically, the school staff members that have counting and claiming responsibilities</p> | <p>Discussed 4 hour training requirement, employees' job duties and applicable trainings that could be provided and feasible timeline. Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Build Your Employees Training Plans accordion. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.</p> | <p><i>Please provide written assurance that Employees outside of the School Nutrition Program whose responsibilities assist in the operation of the NSLP/SBP will meet professional standard requirements each school year. Please provide the expected date that the training requirement will be met.</i></p> |

10 Professional Standards training hours are not being tracked on an annual basis.	Referred to ADE's Training Tracking forms found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Professional Standards accordion The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.	<i>Please provide the tracker that will be used to track Professional Standards training hours on an annual basis for all School Nutrition Program staff. Additionally, please provide written assurance that Professional Standards training hours will be tracked for all School Nutrition Program staff on an annual basis.</i>
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General Program Compliance: Water

11 Free potable water was not made available to program participants during meal service.	Discussed feasibility options for providing free potable water during meal service.	<i>Please provide documentation that demonstrates that free water is available to program participants during meal service. Additionally, please provide written assurance that free potable water will be made available to program participants during meal service.</i>
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General Program Compliance: Food Safety, Storage and Buy American

No Findings

General Program Compliance: Reporting and Recordkeeping

12 The production record for breakfast during the review period (February 10, 2023) did not accurately reflect what was served. Specifically, the 10" whole wheat tortillas were not listed as an offered item with the main entree.	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 tab. 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 tab.	<i>Please provide a written description of the changes that have been made to procedures for completing production records to ensure items served and items left over are accurately recorded.</i>
13 Production record crediting is inaccurate. Specifically, the breakfast pizza served at Breakfast on February 7, 2023 credited as 1 oz equivalent of meat/meat alternate and 1 oz equivalent of grain; however, the production record indicated it contained 2 oz equivalent of meat/meat alternate and 2 oz equivalent of grain.	Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for breakfast pizza. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>

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| <p>14 Production record crediting is inaccurate. Specifically, the pizza served at Lunch on February 10, 2023 credited as 2 oz equivalent of meat/meat alternate and 2 oz equivalent of grain; however, the production record indicated it contained 4 oz equivalent of meat/meat alternate and 2.25 oz equivalent of grain.</p> | <p>Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at https://www.azed.gov/hns/nsfp/forms under the Menu Planning accordion.</p> | <p><i>Please provide a production record that reflects the correct crediting information for pizza. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p> |
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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:

Congratulations on completing the NSLP Administrative Review! I appreciate the hard work in completing the tasks assigned during this process. I recommend ensuring that your staff is trained on regulations related to child nutrition programs and that all policies and procedures are clearly communicated. Encourage communication and collaboration among staff members. I recommend regularly evaluating the program and make improvements based on feedback from staff, parents, and students.

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.

Please submit corrective action response by May 12, 2023 to Brandon.Estrada@azed.gov

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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