



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Havasupai Elementary School

CTD: 09-91-07

Site: Havasupai Elementary School

Contacts: Maxine Roanhorse-Dineyazhe, Education Administrator and Douglas Barringer, Principal

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
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

1	Portion sizes observed during the day of review did not meet minimum amounts required by the breakfast meal pattern. Specifically, on March 31, 2023, French Toast crediting as 0.75 ounce equivalents (oz eq) was served with a Sausage Patty crediting as 0.75 oz eq meat/meat alternate. Meat/meat alternates may not be counted toward the grain component until after the minimum daily grains requirement (1.0 oz) is offered.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e., offering a grain that credits as at least 1.0 ounce equivalent). 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 Breakfast Program can be found on ADE's website at https://www.azed.gov/hns/nslp under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).	<i>Please provide one week of breakfast production records which demonstrates that at least 1.0 ounce equivalent of grain was offered prior to crediting meat/meat alternates toward the grain component along with labels and/or recipes for all grains listed on the production record. Additionally, please provide a written description of the changes that have been made to ensure that at least 1.0 ounce equivalent of grain will be offered prior to crediting meat/meat alternates toward the grain component.</i>
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| <p>2 Portion sizes observed during the month of review did not meet minimum amounts required by the breakfast meal pattern. Specifically, on February 6, 2023, Toast crediting as 0.75 ounce equivalents (oz eq) was served with Scrambled Eggs crediting as 2.0 oz eq. Meat/meat alternates may not be counted toward the grain component until after the minimum daily grains requirement (1.0 oz) is offered.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e., offering a grain that credits as at least 1.0 ounce equivalent). Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at https://www.azed.gov/hns/nslp under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><i>Please provide one week of breakfast production records which demonstrates that at least 1.0 ounce equivalent of grain was offered prior to crediting meat/meat alternates toward the grain component along with labels and/or recipes for all grains listed on the production record. Additionally, please provide a written description of the changes that have been made to ensure that at least 1.0 ounce equivalent of grain will be offered prior to crediting meat/meat alternates toward the grain component.</i></p> |
| <p>3 Quantities observed on the during the review period did not meet minimum amounts required by the meal pattern. Specifically, insufficient daily grain quantities were served at lunch on February 7, 2023; 0.75 ounce equivalents (oz eq) grain were served when 1.0 oz eq grain is required daily. This was determined to be a repeat finding from the previous cycle and contributed toward fiscal action calculations. This was not a repeat finding from the 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 bread products, label maintenance, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that daily grain quantities at lunch 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> |
| <p>4 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, insufficient weekly grain quantities were served at breakfast; 3.0 ounce equivalents (oz eq) grain was documented as served when 8.0 oz eq grain is required weekly. This was not a repeat finding from the 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 bread products, label maintenance, etc.). Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure th at weekly grain quantities at breakfast 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> |

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| <p>5 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, insufficient daily grain quantities were served at lunch on February 7, 2023; 0.75 ounce equivalents (oz eq) grain were served when 1.0 oz eq grain is required daily. This was determined to be a repeat finding from the previous cycle and contributed toward fiscal action calculations. This was not a repeat finding from the 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 bread products, label maintenance, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that daily grain quantities at lunch 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> |
| <p>6 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, insufficient weekly grain quantities were served at lunch; 4.25 ounce equivalents (oz eq) grain was documented as served when 8.0 oz eq grain is required weekly. This was not a repeat finding from the 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 bread products, label maintenance, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that weekly grain quantities at lunch 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> |
| <p>7 The following products could not be credited towards the meal pattern due to insufficient documentation: Cinnamon Roll (2/9/23 breakfast), Egg & Cheese Sandwich (2/10/23 breakfast), Chicken Noodle Soup (2/7/23 lunch), Biscuit (2/9/23 lunch), and Tortilla (2/10/23 lunch). Without sufficient documentation, the reviewer was unable to determine if the quantity requirements were met. This was not a repeat finding from the previous cycle and did not contribute toward fiscal action calculations.</p> | <p>Discussed requirements regarding processed product documentation and provided examples. USDA Food Fact Sheets can be found on USDA's website at https://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets/. The CN Labels and Product Formulation Statements Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><i>Please provide appropriate crediting documentation for Cinnamon Roll, Egg & Cheese Sandwich, Chicken Noodle Soup, Biscuit, and Tortilla. This should include recipes, Nutrition Facts labels, Child Nutrition (CN) labels, and/or Product Formulation Statements (PFS) as applicable. If unable to obtain sufficient crediting documentation, please provide written assurance that the product will no longer be offered/served to students and indicate what will be served in its place (include crediting documentation for any replacements). Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be provided.</i></p> |

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

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| <p>8 Meals served to nonprogram staff (e.g., teachers, administrators, custodians) 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. Specifically, no non-Federal funds were used to recover the cost of serving meals free of charge to nonprogram adults.</p> | <p>Discussed ways to determine adult meal prices which included a per meal cost analysis and pricing utilizing the Adult Meal Pricing Tool. Adult meal charges must 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 accordon.</p> | <p><i>Please provide a written description of the steps which have been taken to establish adult meal prices and resolve the discrepancy, including the exact formula used to price adult meals. Additionally, please provide a written description of how the funds will be recovered including what non-Federal source of funds will be used to recover the costs. If establishing teachers as program staff, please update the Method of Meal Counting Description in Section 6 of Havasupai Elementary School's CNPWeb Sponsor Application and provide training trackers for all program staff.</i></p> |
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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

9	A Local Wellness Policy (LWP) has not been developed.	Discussed preliminary planning, such as who will be named as the designated LWP official and how required stakeholders will be invited to participate in the process. Reviewed handouts and discussed developing a LWP with required elements. Local Wellness Policy resources can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Local Wellness Policy accordion. 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>A Local Wellness Policy was drafted during the on-site review. No further corrective action is required.</i>
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General Program Compliance: Competitive Food Services

No findings.

General Program Compliance: Professional Standards

10	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.	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.	<i>Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that the School Nutrition Program Director is registered for.</i>
11	Full-time School Nutrition Program staff have not met the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.	Discussed 6 hour training 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.	<i>Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that full-time School Nutrition Program staff are registered for.</i>

12 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. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.</i>
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General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

13 The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed school: Ardmore Apple Juice (concentrate from USA, China, Chile, Mexico, Turkey, Spain, and Poland). Additionally, documentation justifying a Buy American exception was not maintained on file.	Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar and FAQ. Funds used from the non-profit food service account must be used to procure food products that comply with the Buy American Provision. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational accordion. Buy American Recorded Webinar and FAQ 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 written description of the changes that have been made to procurement and/or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i>
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General Program Compliance: Reporting and Recordkeeping

14 Production record crediting is inaccurate. Specifically, bread served at breakfast on February 6, 2023 (toast) and March 31, 2023 (French toast) and at lunch on February 7, 2023 credited as 0.75 oz eq grain; however, the production record indicated it contained 1.0 oz eq 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 bread. If purchasing a different sliced bread product than what was observed during the review period, please provide the new product's Nutrition Facts label. 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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15	Production record crediting is inaccurate. Specifically, the sausage patty served at breakfast on March 31, 2023 credited as 0.75 oz eq meat/meat alternate; however, the production record indicated it contained 1.0 oz eq meat/meat alternate.	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 sausage patty. If purchasing a different sausage patty than what was observed during the review period, please provide the label to support crediting on the production record. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
16	Production record crediting is inaccurate. Specifically, the chicken nuggets served at lunch on February 7, 2023 and March 30, 2023 credited as 1.25 oz eq meat/meat alternate and 0 oz eq grain; however, the production record indicated it contained 2.0 oz eq meat/meat alternate and 1.0 oz eq 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 chicken nugget. If purchasing a different chicken nugget than what was observed during the review period, please provide the label to support crediting on the production record. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
17	Production record crediting is inaccurate. Specifically, the hamburger served at lunch on February 6, 2023 credited as 3.75 oz eq meat/meat alternate; however, the production record indicated it contained 2.0 oz eq meat/meat alternate.	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 hamburger. If purchasing a different beef patty than what was observed during the review period, please provide the label to support crediting on the production record. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
18	Production record crediting is inaccurate. Specifically, the beef stew served at lunch on February 9, 2023 credited as 3.25 oz eq meat/meat alternate; however, the production record indicated it contained 2.0 oz eq meat/meat alternate.	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 beef stew. If purchasing a different beef patty than what was observed during the review period, please provide the label to support crediting on the production record. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>

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! Havasupai Elementary School has completed the administrative review for the 2022-2023 school year. Thank you for your hospitality, organization, and sense of urgency during the review process. Your team works marvelously together in order to do 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 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?

<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 June 7, 2023 to Kariann Sadlon at Kariann.Sadlon@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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