



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Our Lady of Mt Carmel School

CTD: 07-20-04

Site: Our Lady of Mount Carmel Catholic School

Contacts: Domic Salce, Superintendent of Schools and Kelly Shewbridge, Principal

Review Date: February 26, 2024

Review Period: January 2024

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

Not applicable.

#### Performance Standard 1: Meal Counting and Claiming – Critical Area

Not applicable.

#### Performance Standard 2: Meal Components & Quantities – Critical Area

Not applicable.

#### Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area

Not applicable.

#### Meal Access & Reimbursement: Certification and Benefit Issuance

Not applicable.

#### Meal Access & Reimbursement: Verification

Not applicable.

#### Meal Access & Reimbursement: Meal Counting and Claiming

Not applicable.

#### Meal Pattern & Nutritional Quality: Offer Versus Serve

Not applicable.

#### Meal Pattern & Nutritional Quality: Meal Components and Quantities

Not applicable.

#### Resource Management

Not applicable.

#### Procurement

Not applicable.

#### General Program Compliance: Civil Rights

Not applicable.

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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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*Not applicable.*

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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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*Not applicable.*

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**General Program Compliance: Water**

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*Not applicable.*

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**General Program Compliance: Food Safety, Storage and Buy American**

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*Not applicable.*

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**General Program Compliance: Reporting and Recordkeeping**

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*Not applicable.*

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**General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach**

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*Not applicable.*

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**Other Federal Program Reviews: Afterschool Snack Program**

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*Not applicable.*

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**Other Federal Program Reviews: Seamless Summer Option**

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*Not 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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| 1 | Milk counts were not obtained at the point of service. Specifically, leftover milk counts were used to determine daily milk counts.     | Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.                 | <i>Please provide a written description of point of service milk counting procedures, including the date that procedures have been implemented, the title of the individual(s) responsible for counting at the point of service, and the title of the individual(s) responsible for ensuring the procedures are being followed.</i> |
| 2 | Milk served to preschool students did not meet meal pattern requirements. Specifically, flavored milk was served to preschool students. | Discussed the preschool milk requirements. Specifically, that flavored milk is not allowable. Referred to 7 CFR 215.7a(a): Types of fluid milk. | <i>Please provide written assurance that flavored milk will not be served to preschool students, including the title of the individual(s) responsible for ensuring only allowable milk types are provided to preschool students.</i>  |

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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! Our Lady of Mt Carmel School has completed the administrative review for the 2023-2024 school year. Thank you for your hospitality during the review process. It is evident that you are working hard to ensure your students are provided milk in a welcoming 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?

No- SBP       Yes- SBP      \$0  
 No- NSLP       Yes- NSLP      \$0

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by April 4, 2024 to Kariann Sadlon at [Kariann.Sadlon@azed.gov](mailto:Kariann.Sadlon@azed.gov).

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

Tom Horne, Superintendent of Public Instruction  
1535 West Jefferson Street • Phoenix Arizona 85007 • [www.azed.gov](http://www.azed.gov)  
“We are a service organization committed to raising academic outcomes and empowering parents.”

This institution is an equal opportunity provider.