



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Saint Joseph Catholic Parish

CTD: 10-20-43

Site: Saint Joseph Catholic School

Contacts: Sheri Dahl, Superintendent and Katie Bronkema, Lunch Director

Review Date: January 15, 2025

Exit Conference Date: January 15, 2025

Review Period: December 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
<b>Performance Standard 1: Certification and Benefit Issuance – Critical Area</b>			
1	Students without supporting eligibility documentation on file were provided free or reduced-price meal benefits. Specifically, 2 students were approved for Free meals without an income application and 1 student was approved for reduced meals without an income application. This contributed toward fiscal action calculations.	Discussed that students without eligibility documentation on file must be categorized as paid. Additionally discussed that all free and reduced-price applications, including applications from households determined ineligible for benefits, must be kept on file for a minimum of five years after the final claim is submitted for the fiscal year to which they pertain as is required by Arizona law and best practices of organization for eligibility documentation.	<i>Corrections have been made to the certification status of these students. Please provide written procedures that will be implemented to ensure that all free and reduced-price applications will be kept on file according to USDA's requirements and written assurance that any student without eligibility documentation will be not be provided free or reduced-price meal benefits.</i>
2	Student eligibility was determined utilizing incomplete information. Specifically, 1 application was certified with missing income and Social Security Number information.	Discussed errors found and required corrective action. Referred to Processing Applications, Reviewing Applications Based on Income, Assessing Completeness of Categorically Eligible Applications, Determining Eligibility for Categorically Eligible Applications sections in USDA's Eligibility Manual for School Meals found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion. Required completing the training: Step-by-Step Instruction: How to Process Household Applications found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to ensure the completeness of household applications.</i>

3	Direct certification matches were not correctly certified. Specifically, 1 student who matched in Medicaid-Reduced was provided free meal benefits. This contributed toward fiscal action calculations.	Discussed how to properly certify students who match as Medicaid-Reduced in direct certification. Referred to Determining Eligibility for Categorically Eligible Applications section in USDA's Eligibility Manual for School Meals found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to ensure direct certification matches are provided appropriate meal benefits. Additionally, please provide written assurance that all students who match in Medicaid-Reduced will be provided reduced-price benefits.</i>
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#### Performance Standard 1: Meal Counting and Claiming – Critical Area

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*No finding.*

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

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4	Food quantities served at breakfast during the review period did not meet minimum amounts required by the meal pattern. Specifically, 5.0 oz eq of weekly grain was served during the review period December 2-6, 2024 when 8.0 oz eq is required weekly at breakfast for grades K-8. This was determined to be a systemic repeat finding from the previous cycle and contributed toward fiscal action calculations	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 serving utensils, recipes, etc.). Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion.	<i>Please provide a written description of the changes that have been made to ensure that 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>
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#### Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area

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*No finding.*

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

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*No finding.*

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#### Meal Access & Reimbursement: Verification

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5	Verification activities were not completed by November 15. Specifically, verification activities did not occur in School Year 2023-2024.	Discussed proper verification procedures and referred to Verification Tracking Form. Discussed requirement for completion of verification activities by November 15, including the notification of verification results. Referred to Verification Best Practices Calendar and Online Training: Verification Review found at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Calendars and Checklists accordion.	<i>Please provide written assurance that verification will be completed by November 15 each year, as well as the steps that will be taken to ensure this requirement is adhered to. Additionally, the certificate of completion of Online Training: Verification Review must be submitted.</i>
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#### Meal Access & Reimbursement: Meal Counting and Claiming

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6	Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check (93.33%) does not match the attendance factor on the monthly reimbursement claims (90.8%).	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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Operational accordion. The Step-by-Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion.	<i>Please provide a completed daily edit check worksheet for the most recently submitted claim month. Additionally, please provide written assurance that the attendance factor reflected on the daily edit check worksheet will be updated annually.</i>
7	The sponsor application in CNPWeb does not accurately reflect how School Meal Applications are issued. Specifically, the sponsor application indicated school is processing applications using ADE application when actually the sponsor is using a combination of electronic and paper benefit applications.	Discussed requirement to report current procedures to the State agency and the ability to do so through updating applications in CNPWeb and contacting the Health and Nutrition Services Specialist to alert them of the changes.	<i>Please submit a new sponsor application in CNPWeb that accurately reflects the School Meal Application process for Free and Reduced-Priced meals and Instructions and/or work with Health and Nutrition Services to get your current web based application approved by State Agency. Additionally, 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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#### Meal Pattern & Nutritional Quality: Offer Versus Serve

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*Not applicable.*

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

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*No finding.*

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**Resource Management**

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| 8 | Documentation was not provided to support the usage of Supply Chain Assistance funds. | Discussed that the attestation statement signed by the SFA detailed that the SFA will use Supply Chain Assistance (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 <a href="https://www.azed.gov/hns/memos">https://www.azed.gov/hns/memos</a> . | <i>Please provide documentation demonstrating how the \$17,894.17 of Supply Chain Assistance funds were spent and/or provide a on how the \$17,894.17 of Supply Chain Assistance funds will be spent.</i> |
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**General Program Compliance: Civil Rights**

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| 9 | The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically, the SFSP outreach material and Local Wellness Policy did not include the USDA nondiscrimination statement. | Discussed where to find nondiscrimination statement on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> and whether long or short statement would be most appropriate. | <i>Please provide an updated SFSP Outreach Material and Local Wellness Policy with the nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated to include the appropriate nondiscrimination statement.</i> |
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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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| 10 | The public is not being notified of the existence and contents of the Local Wellness Policy. | Discussed feasible means of notifying the public about the Local Wellness Policy such as posting it on the school website. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training accordion. | <i>Please provide a written description of how the public will be notified of the existence and contents of the Local Wellness Policy.</i> |
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11	A recent assessment of the implementation of the Local Wellness Policy has not been conducted nor have plans been developed to complete the assessment.	Discussed requirement to complete an assessment once every three years, at a minimum. The assessment must measure how the LEA is complying with their Local Wellness Policy, how the LEA's Local Wellness Policy compares to the model wellness policy, and progress made in attaining the goals of the wellness policy. Additionally, discussed feasible means for notifying the public of the results of the most recent assessment. Sample evaluation tools 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 Local Wellness Policy accordion. Local Wellness Policy Assessment: Making it Meaningful Webinar can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training accordion.	<i>Please provide a written plan for conducting an assessment of the implementation of the Local Wellness Policy. This plan must include who will be designated as the oversight official, who will be invited to participate in the assessment process, and the date by which the assessment is expected to be completed.</i>
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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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*No finding.*

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**General Program Compliance: Water**

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*No finding.*

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

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12	Documentation was not maintained to support that the school received two food safety inspections from the local health department each school year, or that the school requested two food safety inspections each year from the local health department.	Discussed that each site operating must obtain two food safety inspections from the local health department per school year or maintain documentation to show that two food safety inspections were requested from the local health department each school year.	<i>Please provide documentation to support that two food safety inspections were received during the school year or documentation to support that two food safety inspections were requested from the local health department each school year will be maintained. Additionally, please provide written assurance that two food safety inspections will be requested from the local health department each year and documentation of the request will be kept on file for 5 years.</i>
13	The most recent food safety inspection report was not posted in a prominent location visible to all program participants.	Discussed making copies of most recent report and feasible places for posting, such as the main dining area, meal service line, school bulletin board, or front office.	<i>Please provide a photo demonstrating that the most recent food safety inspection report has been posted in a location where the program participants can view it. Additionally, please provide written assurance that it will be updated each time the school receives a food safety inspection.</i>

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**General Program Compliance: Reporting and Recordkeeping**

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*No finding.*

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

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*No finding.*

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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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Will be reviewed in Summer 2025 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:**

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Thank you for participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). We appreciate your cooperation during the review process and your hospitality. Great job managing the catering contract and advocating for students at Saint Joseph Catholic School. To enhance program operations, we recommend providing additional staff training on benefit issuance and verification procedures.

**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	\$573.01
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$152.38

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **March 31, 2025** to Ana Gandarilla-Begay at [Ana.gandarilla-begay@azed.gov](mailto:Ana.gandarilla-begay@azed.gov). The response must be on organizational letterhead and signed by an authorized representative and must indicate that corrective actions will be implemented SFA-wide.

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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.

Tom Horne, Superintendent of Public Instruction  
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This institution is an equal opportunity provider.