



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: St. Ambrose Catholic School

CTD: 13-19-12

Site: St. Ambrose Catholic School

Contacts: Tanya Duenas Principal, Maria Lopez Jimenez Director

Review Date: January 22, 2025

Exit Conference Date: January 22, 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
Performance Standard 1: Certification and Benefit Issuance – Critical Area			
1	Student eligibility was determined utilizing incomplete information on several applications. Specifically, 1 application was approved with a household size that was inconsistent with named members of household, 1 application was approved with an invalid case number, and 1 application was approved with missing social security information. This contributed toward fiscal action calculations.	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 https://www.azed.gov/hns/nslp under the Guidance Manuals accordion. Required - completing the training: Step-by-Step Instruction: How to Process Household Applications found on ADE's website at https://www.azed.gov/hns/nslp/training 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. Additionally, the certificate of completion of Step-by-Step Instruction: How to Process Household Applications must be submitted.</i>
2	Student eligibility certification was incorrectly determined. Specifically, 1 income application was certified as Reduced when it should have been certified as Free. This contributed toward fiscal action calculations.	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 section in USDA's Eligibility Manual for School Meals found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to reduce the amount of errors that occur while determining the eligibility status for each student.</i>

3	Direct certification matches were not correctly certified. Specifically, 1 student was approved for free meals when they did not match in Direct Certification. This contributed toward fiscal action calculations.	Discussed how to properly certify students who match 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 https://www.azed.gov/hns/nslp under the Guidance Manuals accordion.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to reduce the amount of errors that occur while certifying students who match in direct certification for free or reduced-price benefits.</i>
---	---	---	---

Performance Standard 1: Meal Counting and Claiming – Critical Area

4	During the review period, it was found that the lunch counts exceeded the number of eligible students on 3 days. This 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. Discussed using daily edit checks to monitor this. Daily Edit Check Worksheets can be found on ADE's website at http://www.azed.gov/hns/nslp/forms/ under the Operational accordion.	<i>Please provide a written description of changes to the system that have been implemented to ensure that meal counts do not exceed the number of eligible students, including the date of implementation.</i>
---	--	--	---

Performance Standard 2: Meal Components & Quantities – Critical Area

No finding.

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

No finding.

Meal Access & Reimbursement: Certification and Benefit Issuance

5	The household application approval process is not being completed within ten operating days of receipt of the application. Specifically, 1 application submitted to the school on September 20, 2024 was not approved for benefits until October 10, 2024.	Discussed that schools must process applications as they are received and promptly notify households of their eligibility status. Whenever possible, applications should be processed immediately, and must be processed within 10 operating days. Referred to Section 3: Establishing Eligibility in USDA's Eligibility Manual for School Meals found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion.	<i>Please provide written procedures that will be implemented to ensure income applications are processed within ten operating days of receipt.</i>
---	--	--	---

Meal Access & Reimbursement: Verification

6	Applications subject to verification were not selected in accordance with the sampling method used. Specifically, all applications were verified rather than a sample.	Discussed methods of calculating sample size during verification. The online training, Verification Review, 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 how applications subject to verification will be selected moving forward. Additionally, the certificate of completion of Verification Review must be submitted.</i>
---	--	---	--

- | | | |
|--|--|---|
| <p>7 Direct verification procedures were not followed correctly. Specifically, direct verification was conducted on the entire student population.</p> | <p>Discussed requirement to conduct direct verification only on selected applications prior to contacting households. Additionally, discussed how to conduct direct verification in ADEConnect CNP Direct Certification/Direct Verification. Referred to Step-by-Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/Direct Verification found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion.</p> | <p><i>Please provide written procedures that will be implemented during verification to ensure that direct verification will only be conducted on applications selected for verification.</i></p> |
| <p>8 The SFA did not have sufficient documentation to support follow-up attempts to households that did not adequately respond to the request for verification by the provided due date.</p> | <p>Discussed requirement for SFAs to document contact was attempted in writing (mail or email) or by telephone or text message. Referred to Verification Tracking Form found at https://www.azed.gov/hns/nslp/forms under the Calendars and Checklists accordion. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion.</p> | <p><i>Please provide written procedures that will be implemented when following up with households that did not adequately respond to the request for verification by the provided due date, including how it will be documented.</i></p> |
| <p>9 The notice of adverse action was not provided to households that had a change in eligibility status as a result of verification.</p> | <p>Discussed that the notice of adverse action must advise the household of change in benefits, reasons for change, an appeal must be filed within the 10 calendar days advance notice period to ensure continued benefits while awaiting a hearing and decision, instructions on how to appeal, and the household may reapply for benefits at any time during the school year. Referred to Letter of Verification Results and Online Training: Verification Review found at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion.</p> | <p><i>Please provide a copy of the notice of adverse action that will be provided to households with changes in eligibility status as a result of verification moving forward. Additionally, please provide written assurance that an adequate notice of adverse action will be provided to households that will have a decrease in benefits.</i></p> |
| <p>10 Verification activities were not completed by November 15. Specifically, all verification activities were conducted after November 15, 2024.</p> | <p>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 https://www.azed.gov/hns/nslp/forms under the Calendars and Checklists accordion.</p> | <p><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.</i></p> |

Meal Access & Reimbursement: Meal Counting and Claiming		
11	Daily edit checks are not being conducted appropriately. Specifically, the daily edit check built into the Point of Service system did not utilize the correct attendance factor as indicated on the CNPWeb site claim.	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 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 most recently submitted claim month. 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>
Meal Pattern & Nutritional Quality: Offer Versus Serve		
	No finding.	
Meal Pattern & Nutritional Quality: Meal Components and Quantities		
	Not applicable	
Resource Management		
12	Meals served to teachers, administrators, custodians, and other adults 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, SFA charged \$2.00 for adult breakfast and \$3.55 for adult lunch, when the SFA should have charged at minimum \$2.40 for adult breakfast and \$4.40 for lunch.	Discussed ways to determine adult meal prices which included a per meal cost analysis and pricing utilizing the Adult Meal Pricing Tool. For Pricing Sites: the paid meal price plus the amount of reimbursement received for a paid meal plus the per meal value of entitlement and bonus commodities for pricing programs. Referred to Adult Meal Pricing Tool located on ADE's website at https://www.azed.gov/hns/nslp/forms/ under the Financial accordion.
		<i>Please provide a written description of the steps which have been taken to increase adult meal prices, including the exact formula used to price adult meals. Additionally, please provide documentation demonstrating the prices have been increased to the appropriate level and documentation supporting that difference between the required prices and the charged prices for adult breakfasts and lunches served in January 2025 has been restored to the nonprofit school food service account using non-Federal funds. of non-Federal funds were used to cover the price of serving adult meals served during the review period.</i>
13	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 https://www.azed.gov/hns/memos .
		<i>Please provide documentation demonstrating how the \$9,003.89 of Supply Chain Assistance funds were spent.</i>

General Program Compliance: Civil Rights

- | | | |
|---|---|---|
| 14 The USDA nondiscrimination statement not printed on appropriate program materials. Specifically, the School Breakfast outreach material, did not include the USDA nondiscrimination statement. | Discussed where to find nondiscrimination statement on ADE's website at https://www.azed.gov/hns/civilrights and whether long or short statement would be most appropriate. | <i>Please provide an updated School Breakfast Program outreach material with the nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated to include the appropriate nondiscrimination statement.</i> |
| 15 The public media release was not provided to local media, the unemployment office, and/or and local employers considering large layoffs. | Discussed requirements and timeframe for public media release, and best options locally for submitting the release to prior to the start of the school year. The Public Media Release template can be found on ADE's website at https://www.azed.gov/hns/nslp/forms/ under the Organizational accordion. | <i>Please provide written procedures that will be followed each year for distributing the public media release, including who will be responsible for ensuring it is sent to the appropriate local media and what local media it will be sent to.</i> |

General Program Compliance: SFA On-Site Monitoring

Not applicable

General Program Compliance: Local Wellness Policy

- | | | |
|--|---|--|
| 16 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 https://www.azed.gov/hns/nslp/training 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> |
| 17 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 https://www.azed.gov/hns/nslp/forms under the Local Wellness Policy accordion. Local Wellness Policy Assessment: Making it Meaningful 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 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> |

General Program Compliance: Competitive Food Services

Not applicable

General Program Compliance: Professional Standards

- | | | |
|---|---|--|
| 18 Documentation to support the School Nutrition Program Director hired on or after July 1, 2015 completed the required 8 hours of food safety training within 30 days of being hired or within 5 years prior to hire date. | Discussed requirement and feasibility for attending an available certification training within current school year. Food Safety Online Training Library can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ . | <i>Please provide documentation to demonstrate Food Service director obtained 8 hours of food safety training or provide the expected date that food safety certification training will be completed by the School Nutrition Program Director.</i> |
| 19 Professional Standards training hours are not being adequately tracked. Specifically, there is no comprehensive tracking system in place. Employee trainings are received through a variety of sources (in person and through multiple software programs) and while these records are kept separately there is no system to combine trainings and ensure that hours are met per employee annually. Therefore, it was unable to be verified whether employees had planned and/or completed the required professional standards training hours | Discussed feasibility of different tracking methods for the school year. Suggested creating their own training tracker with all required information or upgrading current software system which does provide a sufficient tracking report. 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 a written description of how Professional Standards training hours will be tracked and utilized to ensure that all School Nutrition Program staff meet their training requirements. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.</i> |
| 20 Food Service Director and Business Manager have not completed annual training on Federal procurement standards. | Discussed that school nutrition program directors, management, and staff tasked with National School Lunch Program procurement responsibilities must complete annual training on Federal procurement standards annually. Additionally discussed that procurement training may count towards the professional standards training standards. 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. Procurement Basics training 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 certificate of completion of Procurement Basics (or an equivalent training on Federal procurement standards) for Food Service Director and Business Manager. Additionally, please provide written assurance that annual training on Federal procurement standards will be completed annually.</i> |

General Program Compliance: Water

Not applicable

General Program Compliance: Food Safety, Storage and Buy American

21	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>
22	Temperature logs for food storage areas are not being maintained for a minimum of 6 months. Specifically, temperature logs for Refrigerator and dry storage were not maintained for a minimum of 6 months at St. Ambrose Catholic School.	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 https://www.azed.gov/hns/nslp/forms under the Food/Health Safety accordion. Additionally, discussed Food Safety Online Training Library can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ .	<i>Please provide a copy of the temperature log that will be used for Refrigerator and dry storage in meal service room. Additionally, please provide written assurance that logs will be kept daily and maintained on file for 6 months.</i>

General Program Compliance: Reporting and Recordkeeping

23	Production records for the review period and day of review were not filled out completely. Specifically, the production records for breakfast and lunch were not were missing leftover servings, total reimbursable meals served and adult meals served.	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 accordion. 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 accordion.	<i>Please provide copies of completed Breakfast and Lunch production records for 5 consecutive days. Additionally, the certificate of completion of Production Record Overview must be provided.</i>
----	--	---	--

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

24	Sufficient outreach to families regarding the availability of the School Breakfast Program (SBP) was not conducted at the beginning of the school year. Specifically, Outreach material was missing meal service times, location and cost information.	Discussed methods of notifying families of the availability of the School Breakfast Program (SBP) at the start of the school year. Additionally, discussed SBP outreach should include: serving times, locations where breakfast is available, and SBP costs.	<i>Please provide the updated documentation that will be used when notifying families of the availability of the School Breakfast Program (SBP). Additionally, please provide written assurance that families will be notified of the availability of the SBP at the beginning of each school year.</i>
----	--	---	---

25	Households were not notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year.	Discussed methods of notifying families of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year and determined which was most feasible. Summer feeding locations can be found at https://www.azhealthzone.org/ .	<i>Please provide a written description of how households will be notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year, including the documentation that will be used for the notification. Additionally, please provide written assurance that this will occur at the end of each school year.</i>
----	---	--	---

Other Federal Program Reviews: Afterschool Snack Program

Not applicable

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2025 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:

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 warm hospitality. Great job managing the catering contract and promoting the health and wellness of students at St. Ambrose Catholic. Your staff's dedication to student well-being is commendable and evident through their advocacy efforts. To further 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	\$0.00
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$149.66

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **April 11, 2025** to Ana Gandarilla-Begay at 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.

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
"We are a service organization committed to raising academic outcomes and empowering parents."

This institution is an equal opportunity provider.