



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Tiisyaakin Residential Hall, Inc.

CTD: 09-40-12

Site: Tiisyaakin Residential Hall, Inc.

Contacts: Renee White- Alcott, Executive Director, Wilhelmina Francis, Food Service Manager

Review Date: April 29-30, 2025

Exit Conference Date: April 30, 2025

Review Period: March 2025

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	The following product could not be credited towards the meal pattern due to insufficient documentation: Chile con Carne in Chili Mac. Without sufficient documentation, the reviewer was unable to determine if Meat/ Meat Alternate quantity requirements were met at lunch on the day of review April 29, 2025. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.	Discussed requirements regarding processed product documentation and provided examples. 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.	Please provide a Child Nutrition (CN) label and/or Product Formulation Statement (PFS) for Chile con Carne. If unable to provide a CN label or PFS, please provide written assurance that the product will no longer be offered/served to students. 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.
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| <p>2 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 1/2 cup vegetable was served on March 7, 2025 when 1 cup is required daily at lunch for grades 9-12. This was not a repeat finding from the previous cycle and therefore 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 serving utensils, recipes, 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. The Using Appropriate Serving Utensils 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.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that daily vegetable quantities at lunch meet minimum amounts required by the meal pattern.</i></p> |
| <p>3 Food quantities served at lunch during the review period did not meet minimum daily amount required by the meal pattern. Specifically, 1/2 cup Fruit was served on March 7, 2025 when 1 cup is required daily at lunch for grades 9-12. This was not a repeat finding from the previous cycle and therefore 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 serving utensils, recipes, 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. The Using Appropriate Serving Utensils 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.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that daily fruit quantities at lunch meet the minimum amounts required by the meal pattern.</i></p> |

4	Food quantities served at lunch during the review period did not meet minimum weekly amount required by the meal pattern. Specifically, 4 1/2 cups Fruit were served when 5 cups are required daily at lunch for grades 9-12. This was not a repeat finding from the previous cycle and therefore did not contribute 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 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. The Using Appropriate Serving Utensils 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.	<i>Please provide a written description of the changes that have been made to ensure that weekly fruit quantities at lunch meet the minimum amounts required by the meal pattern.</i>
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Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area

No findings.

Meal Access & Reimbursement: Certification and Benefit Issuance

5	Direct certification matches were not conducted according the proper timeframes. Specifically, direct certification was not conducted on or around April 1.	Discussed that LEAs participating in Provision 2/3 Non-Base Year or the Community Eligibility Provision are required to run Direct Certification once per year for the required April 1 Identified Student Reporting. The NSLP At A Glance Calendar for School Food Authorities can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Calendar and Checklists accordion.	<i>Please provide a written description of the changes that have been implemented to ensure direct certification will be conducted according to the proper timeframes. Additionally, please provide written assurance that, moving forward, direct certification will be run on or around April 1 each year.</i>
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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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| 6 | The Financial Management System utilized was insufficient to accurately identify and track all revenues and expenditures of the nonprofit school food service program. Specifically, reviewer was unable to validate revenues and expenditures reported on the annual financial report due to not receiving a copy of SFA general ledger. | Discussed feasibility for designating a separate financial account for the nonprofit school food service, as well as the requirement to differentiate revenues and expenditures of the nonprofit school food service program if a separate account cannot be designated. Discussed the importance of establishing a financial management system and internal controls needed to accurately track all revenues and expenditures of the nonprofit school food service program. | <i>Please provide a written description of steps that will be taken to ensure all revenues and expenditures of the nonprofit school food service account are easily identifiable as required in 7 CFR 210.14.</i> |
| 7 | Documentation was not provided to support the usage of Supply Chain Assistance funds. Specifically, invoices to support dairy expense report generated from general ledger were not provided. | 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 in the form of invoices to demonstrate how the \$26,915.96 of Supply Chain Assistance funds were spent.</i> |

General Program Compliance: Civil Rights

No findings.

General Program Compliance: SFA On-Site Monitoring

Not applicable

General Program Compliance: Local Wellness Policy

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| 8 | The Local Wellness Policy did not contain all required elements. Specifically, the Local Wellness Policy did not contain a description of public involvement, public updates, policy leadership, and evaluation plan. | Discussed that local wellness policies are required to include a description of public involvement, public updates, policy leadership, and evaluation plan. 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 plan for how a description of public involvement, public updates, policy leadership, and evaluation plan will be added to the Local Wellness Policy. The plan should include draft language of the element to be added, who will be involved in updating the Local Wellness Policy and the date the update is expected to be completed. Additionally, provide written assurance that the Local Wellness Policy will be specific to your institution.</i> |
| 9 | 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

No findings.

General Program Compliance: Professional Standards

No findings.

General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

No findings.

General Program Compliance: Reporting and Recordkeeping

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| 10 Reports are not submitted to the State agency as required. Specifically, the Annual Financial Report was not submitted to ADE on time. | Discussed reporting requirements for Annual Financial Report and who would be responsible for submitting by October 15th each year. | <i>Please provide steps that will be taken to ensure that the Annual Financial Report will be submitted to ADE by October 15th each year, including the title of the individual responsible for submitting it.</i> |
| 11 Reports are not submitted to the State agency as required. Specifically, the Local Education Agencies (LEA) Identified Student and Enrollment Data was not submitted to ADE on time. | Discussed reporting requirements for Local Education Agencies (LEA) Identified Student and Enrollment Data and who would be responsible for submitting by April 15th each year. | <i>Please provide steps that will be taken to ensure that the Local Education Agencies (LEA) Identified Student and Enrollment Data will be submitted to ADE by April 15th each year, including the title of the individual responsible for submitting it.</i> |
| 12 Production records did not contain all required sections. Specifically, the production records for lunch did not contain total quantities prepared and total quantities left over on March 3, 2025. | 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 lunch production records for 5 consecutive days. Additionally, the certificate of completion of Production Record Overview must be provided.</i> |
| 13 Production records did not accurately reflect what was served. Specifically, breakfast and lunch production records for the week of review and day of review indicated low-fat (1%) white milk and low-fat (1%) flavored milk were served when 1% white milk and fat-free flavored milk were served. | Discussed production records should accurately reflect items served during the meal service. 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 reflecting actual milk varieties provided.</i> |
| 14 Production record crediting is inaccurate. Specifically, the following items did not reflect correct crediting information: Specifically, Popcorn Chicken Bowl served on March 4, 2025 contained 1/2 cup mashed potato and 1/2 cup of corn credited as 1 cup starchy vegetable, but the production record indicated it contributed to 3/4 cup starchy vegetable. | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Additionally discussed that crediting information is not a required element of a production record and therefore is not required to be included on the production record. 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 written description of changes made to ensure crediting is correctly reflected on production records. If the operation chooses not to include the optional crediting information on the production record moving forward, please provide production records for 5 consecutive days demonstrating that it is no longer included.</i> |

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

No findings.

Other Federal Program Reviews: Afterschool Snack Program

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| 15 | Production records do not support that the Afterschool Snack Program (ASP) meal pattern was met. Specifically, 1/2 cup serving of fruit was served on March 3, 2025, when a 3/4 cup serving is required. | Discussed the meal pattern requirements of the ASP. The ASP meal pattern chart can be found on ADE's website at https://www.azed.gov/hns/afterschool under the Meal Pattern accordion. | <i>Please provide Afterschool Snack Program (ASP) production records for 5 consecutive days that demonstrate that the ASP meal pattern requirements have been met. Additionally, please provide written assurance that the ASP meal pattern will be adhered to at all times.</i> |
| 16 | An Afterschool Snack Program (ASP) monitoring review was not conducted within the first four weeks of operation. | Discussed Afterschool Snack Program (ASP) monitoring requirements. A sample ASP monitoring form can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational accordion. | <i>Please provide written steps that will be taken to ensure that the Afterschool Snack Program will be monitored once within the first four weeks of operation, including the individual responsible for completing the monitoring review. Additionally, please provide written assurance that documentation of monitoring reviews will be maintained for a minimum of 5 years.</i> |

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:

The Arizona Department of Education extends its appreciation to Tiitsyaakin Residential Hall for their participation in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Their hospitality during the review was greatly appreciated. The State Agency commends the use of scratch cooking, culturally relevant meals, and the incorporation of fresh fruits and vegetables. These practices were recognized as strengths of the food service operation. To enhance program effectiveness, the following areas for improvement were identified: Timely Reporting: It is recommended that the staff utilize the *NSLP at a Glance for Special Provision* resource to ensure all mandatory reporting requirements are completed on time. Record Accuracy: The School Food Authority (SFA) is encouraged to implement a secondary review process for production records to verify completeness and accuracy. Administrative Oversight: While operational practices appeared sound, additional attention to the administrative aspects of the nutrition programs is advised to support continued compliance and efficiency.

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	\$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by August 4, 2025 to Ana Gandarilla-Begay 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

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