



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Red Rock Day School

CTD: 01-43-04

Site: Cove Day School

Contacts: Jeannie Kee-Parsons, Principal and Justina Nez, Cook

Review Date: April 17, 2025

Exit Conference Date: April 17, 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
<b>Performance Standard 1: Certification and Benefit Issuance – Critical Area</b>			
	No findings		
<b>Performance Standard 1: Meal Counting and Claiming – Critical Area</b>			
	No findings		
<b>Performance Standard 2: Meal Components &amp; Quantities – Critical Area</b>			
	No findings		
<b>Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area</b>			
	No findings		
<b>Meal Access &amp; Reimbursement: Certification and Benefit Issuance</b>			
	No findings		
<b>Meal Access &amp; Reimbursement: Verification</b>			
	No findings		
<b>Meal Access &amp; Reimbursement: Meal Counting and Claiming</b>			
1	Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check does not match the attendance factor on the monthly reimbursement claims.	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 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.	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.
<b>Meal Pattern &amp; Nutritional Quality: Offer Versus Serve</b>			

No findings

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

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No findings

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**Resource Management**

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No findings

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**General Program Compliance: Civil Rights**

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No findings

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**General Program Compliance: SFA On-Site Monitoring**

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No findings

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**General Program Compliance: Local Wellness Policy**

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| 2 | 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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No findings

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**General Program Compliance: Professional Standards**

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| 3 | The School Nutrition Program Director hired on or after July 1, 2015 did not complete 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 <a href="https://theicn.org/icn-resources-a-z/food-safety/">https://theicn.org/icn-resources-a-z/food-safety/</a> . | <i>The food safety certification training was completed July 11, 2024, by the School Nutrition Program Director. No further corrective action is required.</i> |
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**General Program Compliance: Water**

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No findings

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

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No findings

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**General Program Compliance: Reporting and Recordkeeping**

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*No findings*

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

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*No findings*

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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:**

Congratulations! Red Rock Day School has completed the administrative review for the 2024-2025 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 Child Nutrition Programs. It is evident that you are working hard to ensure your students are fed healthy, 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 Training: In-person classes, web-based training, and how-to guides can be found on ADE's website at**

Fiscal Action Assessed?

☒ No- SBP

☐ Yes- SBP

☒ No- NSLP

☐ Yes- NSLP

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 24, 2025, to Liz McLaughlin at [Liz.McLaughlin@azed.gov](mailto:Liz.McLaughlin@azed.gov). The response must be on organizational letterhead and signed by an authorized representative and must indicate that corrective actions

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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  
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This institution is an equal opportunity provider.