



Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Hopi Day School

CTD: 09-91-01

Site: Hopi Day School

Contacts: Candas Bullock, Chief School Administrator and Sarah Honanie, School Secretary

Review Date: October 25, 2019

Review Period: September 2019

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 & Benefit Issuance- Critical Area

No findings.

Performance Standard 1: Meal Counting & Claiming- Critical Area

No findings.

Performance Standard 2: Meal Components & Quantities- Critical Area

Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the minimum daily fruit quantity requirement was not met at breakfast on 9/10/19 when only 1/2 cup of fruit was offered instead of 1 cup. This was determined to be a repeat finding from cycle two 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., revising rice w/ raisins recipe, offering additional fruit, etc.). Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern. The Step by Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at www.azed.gov/hns/nslp/trainingsps/online/. The Using Appropriate Serving Utensils Recorded Webinar & Slides can be found on ADE's website at www.azed.gov/hns/nslp/trainingsps/snparechivedwebinars/. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).

Please provide a written description of the changes that have been made to ensure that daily fruit quantities at breakfast meet minimum amounts required by the meal pattern. Additionally, please provide a production record supporting changes made to meet the daily fruit quantities on this specific serving day (Week 5, Day 2 - Breakfast).

Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, minimum weekly fruit requirements were not met at breakfast. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations.	<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., revising rice w/ raisins recipe, offering additional fruit, etc.).</p> <p>Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern.</p> <p>The Step by Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at www.azed.gov/hns/nslp/trainingsps/online/.</p> <p>The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at www.azed.gov/hns/nslp/trainingsps/snparchivedwebinars/.</p> <p>Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<i>Please provide a written description of the changes that have been made to ensure that weekly fruit quantities at breakfast meet minimum amounts required by the meal pattern.</i>
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Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

No findings.

Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting & Claiming

No findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast or lunch.	<p>Discussed feasible options for signage and potential content, plan for creating and posting. Printable POS Signage can be found on ADE's website at http://www.azed.gov/hns/nslp/mealpattern/.</p>	<p><i>Please provide the sign(s) that will be displayed to students that demonstrates what constitutes a reimbursable meal at breakfast and lunch. Additionally, please provide written assurance that the sign(s) will be displayed for all students to see and/or a picture of the posted sign(s).</i></p>
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Resource Management		
4	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.	Discussed ways to determine adult meal prices which included pricing adult meals to reflect the amount of reimbursement received for a free meal plus the per meal value of entitlement and bonus commodities. The Adult Meal Pricing Tool can be found on ADE's website at http://www.azed.gov/hns/nslp/rm/ . <i>Please provide a written description of the steps which have been taken to increase adult meal prices and resolve the discrepancy, including the exact formula used to price adult meals. Additionally, please submit supporting documentation which reflects that prices have been increased to the appropriate level.</i>
General Program Compliance: Civil Rights		
5	The public/media release was not provided to local media, the unemployment office and local employers considering large layoffs.	Discussed requirements and timeframe for public/media release, and best options locally for submitting the release to. A template for the public/media release can be found on ADE's website at http://www.azed.gov/hns/nslp/forms/ . Discussed who would be responsible for doing this. <i>Please provide written procedures for distributing the public/media release and written assurance that the public/media release will be submitted to the local media, the unemployment office and local employers considering large layoffs prior to the start of each school year.</i>
6	Training on civil rights topics has not been completed nor documented for program staff.	Discussed training requirement and how to document that the requirement has been met. An acceptable civil rights power point training material can be found on ADE's website at http://www.azed.gov/hns/civilrights/ . <i>Please provide written assurance that all food service staff will be trained at hire and as needed on Civil Rights Compliance in Child Nutrition Programs. Describe the process that will be implemented to ensure that this requirement is adhered to and properly documented.</i>
General Program Compliance: SFA On-Site Monitoring		
No findings.		
General Program Compliance: Local Wellness Policy		
7	The review and update of the LWP, as specified in the policy itself as occurring at least twice a year, is not occurring nor is documentation being kept on file to support occurrences of reviews and updates.	Discussed why the review and update is not occurring and what can be done to ensure this occurs as specified in the LWP. Discussed maintaining records to document compliance. <i>None required at this time.</i>
8	Potential stakeholders are not made aware of their ability to participate in the development, review, update and implementation of the LWP.	Discussed feasible means of notifying potential stakeholders of their ability to participate. <i>None required at this time.</i>
9	A recent assessment of the implementation of the LWP 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 LWP, how the LEA's LWP compares to the model wellness policy, and progress made in attaining the goals of the LWP. Sample evaluation tools can be found on ADE's website at http://www.azed.gov/hns/nslp/lwp/ . <i>None required at this time.</i>

	The public was not notified of the results of the most recent assessment of the implementation of the LWP.	Discussed requirement to make the most recent assessment available to the public. Also discussed feasible means for notifying the public of the results of the most recent assessment on the implementation of the LWP. The USDA's Local Wellness Policy Outreach Toolkit can be found at https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit .	None required at this time.
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General Program Compliance: Competitive Food Services			
No findings.			
General Program Compliance: Professional Standards			
11	The School Nutrition Program Director did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.	Discussed 12 hour requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals can be found on ADE's website at http://www.azed.gov/hns/nslp/training/ . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/ .	Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that the School Nutrition Program Director is registered for.
12	Full-time School Nutrition Program staff have not met the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.	Discussed 6 hour training requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals can be found on ADE's website at http://www.azed.gov/hns/nslp/training/ . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/ .	Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that full-time School Nutrition Program staff are registered for.
13	Professional Standards training hours are not being tracked on an annual basis.	Referred to ADE's Training Tracking forms found on ADE's website at http://www.azed.gov/hns/nslp/trainings/ . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/ .	Please provide the tracker that will be used to track Professional Standards training hours on an annual basis for all School Nutrition Program staff. Additionally, please provide written assurance that Professional Standards training hours will be tracked for all School Nutrition Program staff on an annual basis. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.
General Program Compliance: Water			
No findings.			

General Program Compliance: Food Safety, Storage and Buy American		
14	<p>The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed school: pineapple tidbits (Thailand), mandarin oranges (China), and Suncup juice (multiple non-domestic origins). Additionally, documentation justifying a Buy American exception was not maintained/on file.</p>	<p>Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar and FAQ. Funds used from the nonprofit food service account must be used to procure food products that comply with the Buy American Provision. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, can be found on ADE's website at http://www.azed.gov/hns/nsfp/forms. Buy American Recorded Webinar and FAQ can be found on ADE's website at http://www.azed.gov/hns/sfp/.</p> <p><i>Please provide a written description of the changes that have been made to procurement and/or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met. Additionally, please provide documentation showing domestic items that will replace the non-domestic items OR a completed Buy American Exception Form and supporting documentation for the non-domestic items being purchased.</i></p>
General Program Compliance: Reporting & Recordkeeping		
No findings.		
General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach		
15	<p>Households were not notified of the availability of the SFSP prior to the end of the school year.</p>	<p>Discussed methods of notifying families of the availability of the SFSP prior to the end of the school year and determined which was most feasible, or, if not participating in SFSP, methods of notifying families of which entities in the local area operate the SFSP. Summer feeding locations can be found at http://www.eatwellbewell.org/. Call 1(800) 5-HUNGRY for more information and/or go to http://www.whyhunger.org/.</p> <p><i>Please provide a description of how households will be notified of the availability of the SFSP prior to the end of the school year and written assurance that this will occur. If you do not plan to operate the SFSP and no other entities reasonably close to your site operate the SFSP, please provide a description of other community resources that will be provided to households prior to the end of the school year.</i></p>
Other Federal Program Reviews: Afterschool Snack Program		
Not applicable.		
Other Federal Program Reviews: Seamless Summer Option		
Will be reviewed in Summer 2020 if applicable.		
Other Federal Program Reviews: Fresh Fruit & 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:

Congratulations! Hopi Day School has completed the Administrative Review for the 2019-2020 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 NSLP and SBP. It is evident that you are working hard to ensure your students are fed healthy, delicious meals in a safe, supportive, and fun environment.

To stay on track with NSLP requirements, check out the NSLP at a Glance Calendar & Monthly Checklist on our website at <http://www.azed.gov/hns/nslp/>.

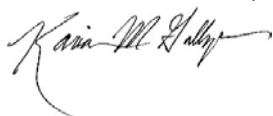
Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at <http://www.azed.gov/hns/nslp/trainingsps/>.

Fiscal Action Assessed?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$462.00
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$0

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by January 10, 2020 to Kariann Gallegos at Kariann.Gallegos@azed.gov or 1535 West Jefferson Street Bin #7, Phoenix, AZ 85007.



11/1/2019

Reviewer Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the National School Lunch Program Administrative Review Appeal Procedures found here:

<https://cms.azed.gov/home/GetDocumentFile?id=58dbe2581130c01500d4b08b>

Kathy Hoffman, Superintendent of Public Instruction
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