



**Arizona Department of Education
Health and Nutrition Services Division**

Administrative Review Summary Report

School Food Authority Name: St. Louis the King Catholic School

CTD: 07-20-94

Site: St. Louis the King Catholic School

Contacts: Joseph Zielinski, Principal and Hiroshima Rascon, Lunch Program Coordinator

Review Date: December 16, 2019

Review Period: November

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 & Benefit Issuance- Critical Area			
1	Multiple applications were certified utilized incomplete information. Specifically, 5 applications (9 students) were processed with missing Social Security numbers and 1 application (1 student) was processed with missing Total Household Member number. This did not contribute toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications and Reviewing Applications Based on Income sections in USDA's Eligibility Manual for School Meals. Suggested completing the training: Step by Step Instruction: How to Process Household Applications found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/ under the 3000-Administration tab.	<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>
2	Multiple applications were certified incorrectly. Specifically, 3 applications (5 students) were certified incorrectly. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications and Reviewing Applications Based on Income sections in USDA's Eligibility Manual for School Meals. Suggested completing the training: Step by Step Instruction: How to Process Household Applications found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/ under the 3000-Administration tab.	<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	In multiple instances, the eligibility determined was not transferred correctly to the benefit issuance document. Specifically, 2 applications (2 students) were certified as free but on the BID as reduced. This contributed toward fiscal action calculations.	Discussed best practices (like having someone double check) for ensuring eligibility status is transferred to the benefit issuance document on a regular basis. The Step by Step Instruction: How to Create a Benefit Issuance Document (BID) can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/ .	<i>Corrections have been made to the benefit issuance document. Please provide a written description of the process that will be implemented to ensure that the benefit issuance document matches all current students and their eligibility status.</i>
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4	On 3 applications, incomes that were the same frequency were converted to annual.	Discussed that it is not necessary to convert incomes to annual when they are the same frequency. The Step by Step Instruction: How to Process Household Applications can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/ .	<i>Please provide written procedures for how and when conversion factors will be utilized and written assurance that income conversions will be used appropriately.</i>
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Performance Standard 1: Meal Counting & Claiming- Critical Area

5	Meal count totals by category for the month of review were not correctly combined and recorded. Specifically, 1 student who went home sick before receiving a preordered lunch was still included in the claim for reimbursement. This was deemed a non-systemic error 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.	<i>Please provide a written description of changes to the system that have been implemented to ensure that meal service lines provide an accurate count by eligibility category.</i>
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Performance Standard 2: Meal Components & Quantities- Critical Area

No findings.

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

Not applicable.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No findings.

Resource Management

No findings.

General Program Compliance: Civil Rights

No findings.

General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

6	The LWP did not contain policies for food and beverage marketing.	Discussed updating the LWP to include policies that allow marketing and advertising of only those foods and beverages that meet Smart Snacks Standards during the school day. Explained that this requirement applies to exterior vending machines, posters, menu boards, coolers, trash cans and cups used for beverage dispensing.	<i>None required at this time.</i>
7	The LWP did not contain a description of public involvement.	Discussed updating the LWP to include a description of how the general public and school community (including parents, students, and representatives of the school food authority, teachers, of physical education, school health professionals, the school board, and school administrators) are permitted to participate in the wellness policy process.	<i>None required at this time.</i>
8	The recent assessment of the implementation of the LWP did not meet the Final Rule requirements. Specifically, the LWP was not compared to a model policy.	Discussed requirement to complete an assessment once every three years, at a minimum. The assessment must measure how the LEA is complying with the wellness policy, progress made in attaining the goals of the wellness policy, and how the wellness policy compares to a model wellness policy. 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>
9	The public was not notified of the results of the most recent assessment of the implementation of the local wellness policy.	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. Sample wellness policy report templates can be found on ADE's website at http://www.azed.gov/hns/nslp/lwp/ under the "Assessment" tab.	<i>None required at this time.</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 & Recordkeeping

No findings.

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

No findings.

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! St. Louis the King Catholic 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. 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 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/trainings/>.

Fiscal Action Assessed?

No- SBP Yes- SBP
 No- NSLP Yes- NSLP \$249.05

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by March 4, 2020 to Kariann Gallegos at Kariann.Gallegos@azed.gov or 1535 West Jefferson Street Bin #7, Phoenix, AZ 85007.



1/6/2020

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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