



Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Santa Cruz Catholic School

CTD: 10-20-08

Site: Santa Cruz Catholic School

Contacts: Angelina Schmidt, Principal & Yanira Noriega, School Meals Coordinator

Review Date: November 25, 2019

Review Period: October 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

1	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly Grains credited as 7.5 oz eq, not the required 8.0 oz eq. 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, such as changes in recipe serving sizes. Meal pattern requirements for the National School Lunch Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern . 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/trainingps/online/ . Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).	<i>Please provide a written description of the changes that have been made to ensure that Grain quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu must be submitted.</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		
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		
Not Applicable.		
General Program Compliance: Local Wellness Policy		
2	The required stakeholders are not involved in the review and update of the LWP. Specifically, students are not involved in the update or review of the local wellness policy.	Discussed LEAs must permit participation by 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) in the wellness policy process. Guidance on assembling a Local Wellness Policy Team can be found on Team Nutrition's website at https://healthymeals.fns.usda.gov/local-wellness-policy-resources/local-school-wellness-policy-process/assembling-team .
		<i>None required at this time.</i>
General Program Compliance: Competitive Food Services		
Not Applicable.		
General Program Compliance: Professional Standards		
No Findings.		
General Program Compliance: Water		
No Findings.		

General Program Compliance: Food Safety, Storage and Buy American

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| 4 | Storage violation were observed. Specifically, at the off-site catering site there were no dry storage temperature log or thermometer to indicate if temperatures are within safe ranges. | Discussed specific violations and feasible solutions. Referred to Arizona's School Food Safety Guidance found on ADE's website at http://www.azed.gov/hns/nslp/foodsafety/ . | <i>Please provide a written description of the changes that have been made to correct the storage violations found. Additionally, provide dry storage temperature logs and specify where the thermometer has been placed at the facility.</i> |
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General Program Compliance: Reporting & Recordkeeping

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| 5 | Recipes provided contain conflicting information: serving size and quantity served is 1 pouch, but noted in product title and beside quantity is 2; shown as Craisins-Original (2). | Discussed updating recipes to reflect amount current product being used. | <i>Please provide an updated recipe for Craisins. Additionally, please provide written assurance that all recipes will be updated with quantity and recipe title.</i> |
| 6 | Meal contribution crediting is not accurate for all recipes. Specifically, Sub-Turkey credits as 2.0 oz eq Grain, not 2.25 oz eq Grain and 2.25 oz eq M/MA, not 2 oz eq M/MA. | Discussed updating recipes to reflect current products being used. | <i>Please provide an updated recipe for Sub- Turkey.</i> |
| 7 | Meal contribution crediting is not accurate for the following recipes: Shaker Salad- Chicken Caesar, Shaker Salad- Buffalo Chicken, Shaker Salad- BBQ Chix/Celery, and Shaker Salad- Chicken Taco. Specifically, the recipes state the entrees credit as 2.0 oz eq Grain when they credit as 1.75 oz eq Grain. | Discussed updating recipes to reflect current products being used. | <i>Please provide an updated recipe for Shaker Salad- Chicken Caesar, Shaker Salad- Buffalo Chicken, Shaker Salad- BBQ Chix/Celery, and Shaker Salad- Chicken Taco.</i> |
| 8 | Diced Chicken recipe is not accurate. Specifically, the recipe indicates it provides 53 (2.3 oz) portions of diced chicken, however, 10 lbs of diced chicken provides 69 (2.3 oz) portions of diced chicken. | Discussed updating recipes to reflect current products being used. | <i>Please provide an updated recipe for Chicken Mixture.</i> |
| 9 | Meal contribution crediting is not accurate for all recipes. Specifically, Goldfish Crackers credits as 1.75 oz eq Grain, not 2 oz eq Grain. | Discussed updating recipes to reflect current products being used. | <i>Please provide an updated recipe for Goldfish Crackers.</i> |
| 10 | Lunch menus do not accurately reflect what is being served at site. Specifically, 100% Juice is planned on the menu and the production records do not indicate that was served. | Discussed evaluating menu options and ensure changes are noted on the production record. | <i>Please provide written assurance that menus accurately reflect what is being served at site.</i> |
| 11 | Production record crediting of meal contribution crediting is incorrect. Specifically, during Lunch meal contributions on the production records for fruit is listed under vegetable. | Discussed how to credit meal components and ensuring consistency with production records. Referred to the meal pattern webpage - http://www.azed.gov/hns/nslp/mealpattern/ . | <i>Please provide updated production records with consistent crediting for meal contributions.</i> |

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 on completing your National School Lunch Program Administrative Review. Continue your efforts in providing your students nutritious meals. Great job in your program.

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/>.

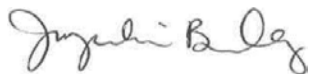
Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at
<http://www.azed.gov/hns/nslp/trainings/>.

Fiscal Action Assessed?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$0.00
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$317.81

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by February 28, 2020 to Joyce Benally at 400 West Congress Street Bin #33, Tucson, Arizona, 85701 and/or Joyce.Benally@azed.gov.



2/4/2020

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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