



## Arizona Department of Education Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Lourdes Catholic School

CTD: 12-20-01

Site: Lourdes Catholic School

Contacts: Sheri Dahl, Superintendent and Patricia Hopkins, Cafeteria Manager

Review Date: February 26, 2020

Review Period: January 2020

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			

*No findings.*

#### Performance Standard 1: Meal Counting & Claiming- Critical Area

1	Meal count totals for the month of review were not correctly combined and recorded for lunch. This was deemed a systemic error and 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.	<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 for lunch. Additionally, please provide 5 consecutive days of meal count documentation (meal count sheets and daily edit check) for lunch.</i>
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#### Performance Standard 2: Meal Components & Quantities- Critical Area

2	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, minimum weekly red/orange vegetable subgroup quantities did not meet the requirements for grades 9–12. 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 (i.e. increasing offerings and/or portions of red/orange vegetables, revising recipes, etc.). Meal pattern requirements for the NSLP can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern">www.azed.gov/hns/nslp/mealpattern</a> . The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainings/online/">http://www.azed.gov/hns/nslp/trainings/online/</a> . The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainings/snparchivedwebinars/">http://www.azed.gov/hns/nslp/trainings/snparchivedwebinars/</a> . 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 weekly red/orange vegetable subgroup quantities meet minimum amounts required by the meal pattern for grades 9–12. Additionally, the certificate of completion of Using Appropriate Serving Utensils must be submitted.</i>
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<p>On the day of review, it was observed that 7 meals counted for reimbursement did not contain all of the required meal components at breakfast. Specifically, 7 students only took half a banana for the fruit component which only credits as 1/4 cup when 1/2 cup is required. This contributed 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. Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. The Recognizing a Reimbursable Meal at the Point of Service Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainingps/snparchivedwebinars/">http://www.azed.gov/hns/nslp/trainingps/snparchivedwebinars/</a>.</p>	<p><i>Please provide a written description of the changes that have been made to ensure that all meals counted for reimbursement contain all of the required meal components.</i></p>
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**Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area**

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*No findings.*

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**Meal Access & Reimbursement: Certification & Benefit Issuance**

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*No findings.*

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**Meal Access & Reimbursement: Verification**

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*No findings.*

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**Meal Access & Reimbursement: Meal Counting & Claiming**

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<p>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.</p>	<p>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 <a href="http://www.azed.gov/hns/nslp/forms/">http://www.azed.gov/hns/nslp/forms/</a>. The Step by Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainingps/online/">http://www.azed.gov/hns/nslp/trainingps/online/</a>.</p>	<p><i>Please provide a completed daily edit check worksheet for the month of February. Additionally, please provide written assurance that daily edit checks will be conducted.</i></p>
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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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*No findings.*

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

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*No findings.*

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**Resource Management**

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<p>The financial management system utilized was insufficient to accurately identify and track all expenditures of the nonprofit school food service program. Specifically, sufficient documentation could not be provided to support purchases made from the nonprofit school food service account due to several missing receipts.</p>	<p>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.</p>	<p><i>Please provide a written description of steps that will be taken to ensure documentation to support all expenditures of the nonprofit school food service account are kept on file for 5 years as required in 7 CFR 210.14.</i></p>
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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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6	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 wellness policy. Sample evaluation tools can be found on ADE's website at <a href="http://www.azed.gov/hns/nsip/lwp/">http://www.azed.gov/hns/nsip/lwp/</a> . Also discussed feasible means for notifying the public of the results of the most recent assessment.	<i>None required at this time.</i>
7	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 <a href="https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit">https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit</a> .	<i>None required at this time.</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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*No findings.*

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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.*

General Program Compliance: Reporting & Recordkeeping		
8	<p>Production records for breakfast and lunch did not contain all required sections: reimbursable meals served.</p> <p>Discussed required sections of production records. Parts of a Production Record Guidance can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern/">http://www.azed.gov/hns/nslp/mealpattern/</a>. Production Record for Multiple Grades can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern/">http://www.azed.gov/hns/nslp/mealpattern/</a>. Production Record Template can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern/">http://www.azed.gov/hns/nslp/mealpattern/</a>. The Production Record Overview Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainingps/snparchivedwebinars/">http://www.azed.gov/hns/nslp/trainingps/snparchivedwebinars/</a>.</p>	<p><i>Please provide copies of completed breakfast and lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years.</i></p>
General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach		
9	<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. Summer feeding locations can be found at <a href="http://www.eatwellbewell.org/">http://www.eatwellbewell.org/</a>. Call 1(800) 5-HUNGRY for more information and/or go to <a href="http://www.whyhunger.org/">http://www.whyhunger.org/</a>.</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.		

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**Comments/Recommendations:**

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Congratulations! Lourdes 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. 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 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/>.

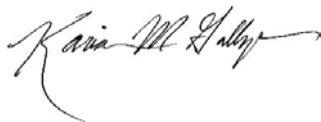
**Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at** <http://www.azed.gov/hns/nslp/trainingsps/>.

Fiscal Action Assessed?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$11.01
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$112.09

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by April 14, 2020, to Kariann Gallegos at [Kariann.Gallegos@azed.gov](mailto:Kariann.Gallegos@azed.gov) or 1535 West Jefferson Street Bin #7, Phoenix, AZ 85007.



3/9/2020

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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