Arizona Department of Education

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Most Holy Trinity Catholic School
CTD: 07-20-32
Site: Most Holy Trinity Catholic School

Contacts: Harry Plummer, Superintendent of Catholic schools and Margaret MacCleary, Principal

Review Date: January 16, 2020
Review Period: December 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
	Performance Standard 1: Certification & Benefit Issuance- Critical Area		
1	Three applications were certified incorrectly. Specifically, applications were certified utilizing an invalid case number; Arizona Medical Assistance Health Insurance (AHCCCS) number. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Determining Eligibility for Categorically Eligible Applications section in USDA's Eligibility Manual for School Meals. Required completing the training: Step by Step Instruction: How to Process Household Applications found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/ under the 3000-Administration tab.	*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. Additionally, the certificate of completion of Step by Step Instruction: How to Process Household Applications must be submitted.*
	Performance Standard 1: Meal Counting & Claiming- Critical Area		
2	Meal service lines observed on the day of review did not provide an accurate count at the point of service. Specifically, during breakfast the Pre-K classrooms did not have an established point of service to provide accurate counts. This was a non-systemic error occurring in two Pre-K classrooms.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Discussed with staff how to properly identify and count reimbursable meals.	*Please provide a written description of changes to the system that have been implemented to ensure that an established point of service provide an accurate count.*
	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

3	Alternate points of service that have not been approved by ADE were observed while on-site. Specifically, Breakfast in the Classroom and Second Chance Breakfast alternate meal service are not indicated on the site application.	Referred them to update site application in CNPWeb and contact their assigned specialist to let them know of the changes.	*Please submit a new site application in CNPWeb that accurately reflects the alternate point of services. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.*

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

No Findings.

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

4	The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d): Suncup Juice. Additionally, documentation justifying a Buy American exception was not maintained/on file.	Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar and FAQ. Funds used from the non-profit 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/nslp/forms/. Buy American Recorded Webinar and FAQ can be found on ADE's website at http://www.azed.gov/hns/sfp/	*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.*

General Program Compliance: Reporting & Recordkeeping

5	Meatball Bowl recipe is not accurate. Specifically, the recipe credit as 2.75 oz eq M/MA (6 meatballs provide 1.75 oz eq M/MA plus 1 oz mozzarella provide 1.0 oz eq M/MA), not 2.0 oz eq M/MA.	Discussed updating recipes to reflect current products being used.	*Please provide an updated recipe for Meatball Bowl. Additionally, please provide written assurance that all recipes will be updated with quantity and recipe title.*
6	Popcorn Chicken & Tots recipe is not accurate. Specifically, the recipe calls for 3/4 cup of Tater Tots in directions and also is noted in recipe as Tater Barrels 3/4(1 cup).	Discussed updating recipes to reflect amount current product being used.	*Please provide an updated recipe for Popcorn Chicken & Tots. Additionally, please provide written assurance that all recipes will be updated with quantity and recipe title.*
7	Beans-Ranch Chickpeas recipe is not accurate. Specifically, the recipe indicates it provides 50 (1/2) portions, however, the recipe calls for 32 CUP of Garbanzo Beans; which provides 64 (1/2 cup) portions of Garbanzo Beans.	Discussed updating recipes to reflect current products being used.	*Please provide an updated recipe for Beans-Ranch Chickpeas. Additionally, please provide written assurance that all recipes will be updated with quantity and recipe title.*

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! Most Holy Trinity Catholic School has completed the Administrative Review for the 2019-2020 school year. Thank you for your assistance and efforts during the review process. Continue your efforts in feeding your students nutritious meals.

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/trainingps/.

Fiscal Action Assessed?

☑ No- SBP   ☐ Yes- SBP $156.87

☑ No- NSLP   ☐ Yes- NSLP $327.54

Fiscal Action under $600 will be disregarded.

Please submit corrective action response by March 6, 2020 to Joyce Benally at 400 W. Congress St. Bin #33 Tucson, Arizona 85701 and/or Joyce.Benally@azed.gov.

_____ 2/14/2020

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