



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

**Administrative Review Summary Report**

School Food Authority Name: Navajo Christian Preparatory Academy

CTD: 01-20-02

Site: Navajo Christian Preparatory Academy

Contacts: Angelina Harrison, Food Service Manager; Kate Adelman, Executive Director

Review Date: November 13, 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**

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.

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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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| 1 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. SFA is currently charging \$3.50 for lunch, which is less than the current minimum adult lunch price of \$3.75. | Discussed ways to determine adult meal prices which included a per meal cost analysis or pricing adult meals to reflect the amount of reimbursement received for a free meal plus the per meal value of entitlement and bonus commodities for non-pricing programs. | <i>Please provide a written description of the steps which have been taken to increase adult meal prices to a minimum of \$3.75 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> |
| For School Year 2019-2020, a year-end review of total revenues and expenses showed that expenses were in excess of revenues.   | Discussed that expenses of the non-profit school food service account must be limited to those costs which are necessary, reasonable, and allocable. An extensive list of allowable and unallowable costs can be found in 2 CFR 225.                                | <i>Please provide written assurance that all expenses of the non-profit school food service account will be limited to those costs which are necessary, reasonable, and allocable.</i>  |

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**General Program Compliance: Civil Rights**

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| 2 The SFA did not complete a public/media release therefore one 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. Showed where template release can be found on ADE's website at <a href="http://www.azed.gov/hns/nsfp/forms/">http://www.azed.gov/hns/nsfp/forms/</a> . 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> |
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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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No findings.

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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.

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**General Program Compliance: Reporting & Recordkeeping**

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No findings.

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

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No findings.

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**Other Federal Program Reviews: Afterschool Snack Program**

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Not applicable.

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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2020 if applicable.

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**Other Federal Program Reviews: Fresh Fruit & Vegetable Program**

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Not applicable.

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**Other Federal Program Reviews: Special Milk Program**

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Not applicable.

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**Other Federal Program Reviews: At-Risk Afterschool Meals**

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Not applicable.

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**Comments/Recommendations:**

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Thank you for your efforts to provide a healthy and safe meal program for the students of Navajo Christian Preparatory Academy! Please note corrective action is due no later than January 13, 2020.

**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?

☒ No- SBP

☐ Yes- SBP

☒ No- NSLP

☐ Yes- NSLP

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by January 13, 2020 to Bekah McLeod at [bekah.mcleod@azed.gov](mailto:bekah.mcleod@azed.gov) or 1535 W. Jefferson St., BIN #7, Phoenix, AZ 85007.



12/12/2019

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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